

## MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3380

### APPLICATION FOR BULK DELIVERY / HOUSE REMOVAL\*

Blk _____	Unit : _____	<input type="checkbox"/> Move In	<input type="checkbox"/> Move Out	<input type="checkbox"/> Delivery
Date: _____		Time: _____ am/pm		
(Mon-Fri 9.00am to 5.30pm: Sat from 9.00am to 5.00pm excluding Public Holidays and Sundays)				

#### 1.0 Resident's / Owner's Particulars

Name:	ID/Passport No. :
Contact No.(Home)	(Office) (HP)

By signing this application form I/we expressively give consent to the management collecting, using & disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

I/We shall be responsible for our contractor/s (particulars below) complying with the Rules & Regulations (Page 2 of this form)

#### 2.0 Contractor's Particulars

Mover's Company:	
Name Of Supervisor:	NRIC/Passport No:
Address:	
Vehicle Type :	Vehicle No. :

Please report to security at the Security Guard House to gain entry to unit before moving / removing / delivery of any items.

#### 3.0 For Official Use Only

<p>For Management Use Only:</p> <p>Deposit Received: \$1000.00 Cheque/Receipt No. : _____</p> <p>Non-Refundable fee of \$20.00/lift/day for rental of lift padding: No. Of Days _____ Amount _____ Cheque / Receipt No. : _____</p> <p>Approved By _____ Name &amp; Signature of Staff-in-charge</p> <p>Form Submitted to Security On _____</p>	<p>For Security Use Only:</p> <p>Form received by: _____ Name &amp; signature</p> <p>Check Entry of Contractor</p> <p>Time: _____</p> <p>By : _____ Name &amp; Signature</p>
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I, \_\_\_\_\_ owner / tenant of Blk \_\_\_\_\_ Unit \_\_\_\_\_  
acknowledge receipt of \$1000.00 being deposit refunded on \_\_\_\_\_ for Bulky Delivery / House Moving\*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**JOINT INDEMNITY FOR OWNER AND CONTRACTORS**

I/We solemnly and jointly declare that all the particulars given in my bulk delivery/house-moving\* application are true and correct in every detail, and I/We have obtained approval of the relevant authorities as required by law to carry out my bulk delivery/house-moving\*.

I have read, and will abide by, the Rules and Regulations governing the application for bulk delivery/house-moving\* laid down by the Management and agree to pay the penalties as the Management may deem fit for infringement of the Rules or for any nuisance caused, in addition to paying for damages arising from the actions or negligence of my contractors, workmen, or agents.

I enclosed herewith a cheque of S\$1000.00 being the bulk delivery / house removal deposit and the non-refundable fee of S\$\_\_\_\_\_ for the lift padding. I understand that this deposit will be refunded to me without interest after fourteen (14) days from the day of receipt upon the completion of my bulk delivery/house-moving provided always that the Management is entitled to deduct any amount in accordance with the Rules and Regulations contained herein.

I agree to pay a penalty of S\$50.00 (inclusive of GST if any) per day to the Management if my contractor fails to clear building materials or debris from any part of the common area. I shall also indemnify and keep the management indemnified against any claims, loss, injuries and damages whatsoever arising from the above activities.

**\* IMPORTANT NOTES**

Before the commencement of bulk delivery/house-moving:

- a. Please submit cash / cheque of S\$1000.00 as a refundable deposit and non-refundable administrative fee of S\$20 per lift per day (payable to **MCST 3380**)
- b. The contractor is required to submit a copy of the Public Liability insurance policy for sum insured of S\$1 million

Name Of Applicant : \_\_\_\_\_

NRIC/Passport No.: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Name Of Contractor: \_\_\_\_\_

NRIC/Passport No.: \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

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**Bulk Delivery and House Removal (Moving-in and Moving-out)**

(Extraxt From Regency Suites Resident's Handbook)

1. Approval from the Management shall be obtained seven (7) days in advance of any bulk delivery and house-moving activity. With no Management approval, the contractor shall be denied entry for the purpose.
2. Bulk delivery and house removal should be carried out during the following hours:

Mondays to Saturdays & Eve of PH	:	9.00am - 5.00pm
Sundays and Public Holidays (PH)	:	Strictly no moving activity allowed
3. All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
4. All contractors must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the development. Security has the right to question any person in the development found without an identification pass.
5. All deliveries and removals and workmen should use only designated areas so as not to inconvenience other residents. Packing and crating materials must be removed and disposed of by the occupants on the same day as they are being brought in. Lifts should not be held unnecessarily and not longer than ten (10) minutes at a time.
6. Residents shall advise their contractors and movers to access the development through the main entrance from Kim Tian Road.
7. Unwanted materials, debris, etc. should not be left in the common areas in the development. Otherwise, they will be removed and costs charged to the occupants concerned.
8. Resident must ensure that adequate measures are taken to protect the common property during any bulk delivery or house removal.
9. Resident shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concern.
10. All container vehicles (20 footers and beyond) are not allowed in the development.
11. All container vehicles (1.9 metres in height or greater) and vehicles that are 2.0 metres in height or greater, are not allowed in the car park. Vehicles that are greater than 2.0 metres in height, used during house moving, are only allowed at designated location at 1<sup>st</sup> storey within the development and entry shall be subject to the Management's approval. Residents are required to inform their movers on this restriction.

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12. Residents are required to place a refundable deposit of **S\$1000.00** payable to "MCST 3380" with the Management before any bulk delivery or house removal work can be permitted.
13. The deposit of S\$1000.00 shall be refunded free of interest subject to any deductions by the Management for any costs incurred for the disposal of unwanted materials, debris, etc, and/or to remedy any damages caused to the common property by the residents or their movers.

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**RULES & REGULATIONS GOVERNING BULK DELIVERY AND HOUSE REMOVAL**

(Extraxt from Regency Suites Resident's Handbook)

**A. Prior Notice**

- i) The applicant shall submit to the Management the prescribed application form at least seven (7) day prior lo bulk delivery/ house removal.

**B. Working Hours**

- i) House removal can only be carried out **Mondays - Fridays from 9.00 am to 5.00 pm and Saturdays 9.00 am to 5.00 pm excluding Public Holidays and Sundays. The applicant shall obtain written** approval from the Management in the event of a need to carry out work beyond the hours as specified in Clause **B** (i).

**C. Security**

- i) All workers of the applicant's contractors and listed sub-contraclors shall check in at the Security Guard House to exchange their identity cards for security passes. Loss or damaged card/s is/are charged at S\$20.00 per card (subject to prevailing GST).
- ii) The Contractor must ensure that adequate Workmen's Compensation Policy and Public Liability Policy and other policies are required, which may be necessary.
- iii) The Subsidiary Proprietors and his contractor shall jointly sign the letter of indemnity/ undertaking, prior to any execution of work.
- iv) The applicant shall be responsible For good conduct and behaviour of his contractor's workers and sub-contractors while they are in the building.
- v) No worker and/or sub-contractors shall be allowed to loiter in any other places other than the designated work area of the apartment concerned.
- vi) Any worker and/or sub-contractors found misbehaving or refusing lo comply with the security procedures will be immediately removed from lhe development and barred from future entry.
- vii) All workers and/or sub-contractors shall wear the security passes at all times when they are in the estate compound. Failure to do so may result in the offender being asked to leave the development.

**D. Lift**

- i) No heavy machinery Is allowed in the lift. No overloading of lift is allowed. **A non-refundable administrative fee of S\$20.00 per lift padding per day will be payable by the resident.**

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- ii) The applicant shall ensure that adequate protection (i.e. perspex, canvas or plywood protection) is given to the walls and flooring for the lift interiors and lobbies when conveying building materials and furniture to and from the apartment/SOHO unit.

**E. Obstruction to Escape Paths**

- i) At any one time, no obstruction must be caused to common passages, fire escape routes, staircase and stairwell, etc.
- ii) Packing and crating materials must be removed and disposed of from the development on the same day as they are being brought in.

**F. Cleanliness**

- i) The applicant shall maintain the general cleanliness of the common area used by his workers and sub-contractors. He shall ensure that the area, used by his workers and his sub-contractors, is kept clean after the job is completed.
- ii) No debris is allowed to be placed in the common area. All debris must be removed from site by the end of the working day by 5.30pm for Mondays to Fridays and 12.30pm for Saturdays.

**G. Security Deposit**

- i) The resident shall pay a deposit of **SS1000.00** being the house removal deposit to "MCST 3380", at least three (3) days prior to the date of moving / delivery.
- ii) Residents shall be held responsible for disposing all the empty card boxes and unwanted furniture at their own cost after the moving activities as well as any damages to the common property caused by themselves and/or their workers. Such damages shall be made good to the satisfaction of the Management within seven (7) days, failing which the Management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from the contractors. Otherwise, the deposit is refundable, free of interest, upon completion of the fitting out works carried out to the satisfaction of the Management Corporation.

**H. Size of the Loading / Unloading Vehicle**

- i) No shipping containers are allowed into the development. All containers that are 20ft and beyond deployed for the moving/removal will be parked outside the estate and arrangements shall be made for separate carting of movables in / out of the estate.
- ii) Movers shall obtain the necessary approvals or permits from the Traffic Police for parking outside the estate.
- iii) All vehicles that are above 2.0m in height are not allowed in the car park. Residents are required to inform their movers on this regulation.