



MARINA BAY RESIDENCES
 MANAGEMENT OFFICE
 18 Marina Boulevard #07-01
 Singapore 018980
 Tel: 6603 6000 Fax: 6603 6010

APPLICATION FOR MOVING IN & OUT / BULK DELIVERY

APPLICATION RECEIVED ON:

DATE: _____ TIME: _____

Particulars of Owner / Resident

Company : _____ (If Applicable)
 Name : _____ Owner / Tenant *
 Unit No. : # _____
 Contact Nos. : _____ (Residence) ; _____ (Handphone)

Particulars of Mover

Kindly take note that the height of vehicle shall not exceed 2m

Company : _____
 Address : _____
 Co. Regn. No. : _____ Person-in-charge : _____
 Contact Nos. : _____ (Office) ; _____ (Handphone)

Schedule of Bulk Delivery / House Removal

Type of Works : Moving In / Moving Out / Bulk Delivery / Others* [Please Specify]: _____
 Scheduled Date : From: _____ To: _____
 Commencement Time : _____ Completion Time: _____

Lift Schedule (For Moving In / Out only. Limited to One Time Slot per Mover) : 9.00am to 1.00pm 1.00pm to 5.00pm
[KINDY CONTACT US AT TEL: 6603 6000 TO RESERVE LIFT SLOT BEFORE FILLING UP AND SUBMITTING FORM TO US]

Acknowledgement

We, the Owner / Resident and Mover, as named above, herein confirm that we have read and will fully abide by the rules & regulations governing the Moving In / Out of Marina Bay Residences, which are reproduced overleaf, and we will be fully liable and will indemnify the Management for any damages that may arise in the course of the moving in / out or for the breach of any such rules & regulations.

 Signature of Owner / Resident
 & Date

 Authorised Signature & Company Stamp of Mover
 & Date

(All payments by Cheque should be crossed and made payable to "The MCST Plan No. 3593")

For Official Use – Security Deposit

Receipt Deposit Received : \$ _____ Date : _____
 PN / Cheque No. : _____ Received By : _____
 Payment By : _____

Deductions/Penalties

S/No.	Description	Amount (w/GST)
		\$ _____
		\$ _____
		\$ _____
	Total	\$ _____

Refund

Deposit Amount \$ _____
 Deductions \$ _____
 Amount to Refund \$ _____

Acknowledgement of Deposit Refund

Deposit Refunded : \$ _____
 Name of Recipient : _____ Cheque No: _____

 Signature of Recipient

 Date

* Please delete where not applicable

RULES & REGULATIONS

1. A Subsidiary Proprietor or an Occupier of an apartment unit who is moving in/out of the development must apply for approval from the Management in a prescribed form.
2. A Subsidiary Proprietor or an Occupier of a lot shall place a deposit of S\$1,000.00 by cheque or such amount as may be determined by the Management. The cheque shall be made in favour of "The MCST Plan No. 3593" before approval is granted for moving in/out.
3. Upon approval the Subsidiary Proprietor or Occupier of a lot shall ensure that moving in/out are kept within the following stipulated periods:-

<u>Day</u>		<u>Hours</u>
Mondays to Fridays	:	9.00am - 5.00pm
Saturdays	:	9.00am - 1.00pm
Sundays & Public Holidays	:	No moving in/out is allowed

All movers are to report to the security guard house before commencement of any work. All personnel are to exchange for a Pass before entry. Any damage or misplacement of the Pass is subject to a replacement cost of S\$10.00.

4. Movers are to carry out prior survey to assess the site constraints.
5. Where the Subsidiary Proprietor or Occupier of a lot requires the use of lifts for transportation, he shall ensure that the lift interior and other areas along the transportation route are adequately protected and that the works to be carried out will not in any way cause any nuisance to any other Occupier.
6. Mover's vehicles must not obstruct other vehicles when stationed temporarily within the premises to carry out loading/unloading.
7. The Subsidiary Proprietor or Occupier shall ensure that their mover MAINTAIN CLEANLINESS in the common areas.
8. Upon completion of the moving in/out or bulk deliveries, the Subsidiary Proprietor or Occupier of a lot shall inform the Management.
9. The Management will refund the deposit of S\$1,000.00 free of interest if:
 - 9.1. The By-laws and/or any other relevant rules and regulations are fully complied with during the moving or delivery process;
 - 9.2. No damage has been caused to the common property;
 - 9.3. All unwanted items or carton boxes have been properly removed and disposed off;
 - 9.4. All common property dirtied or stained have been cleaned and make good to the satisfaction of the Management.
10. The Management reserves the right to make deduction from the deposit and/or recover the deficit from the Subsidiary Proprietor/Occupier of a lot for the following:
 - 10.1. For any non-compliance or breach of any By-laws or other relevant rules and regulations.
 - 10.2. To make good damage caused to the common property by the moving in/out or delivery activities;
 - 10.3. To remove unwanted items or carton boxes found in the common property as a result of moving in/out or delivery activities;
 - 10.4. To clean or make good any dirtied or stained common property caused by the moving in/out or delivery activities.
11. Only the designated lift may be used during the moving or delivery process.
12. Subsidiary Proprietor or Occupier and their movers must note that car park has a height limit of 2 metres at the entrance, driveway and parking lots.

PERSONAL DATA PROTECTION ACT (NO.26 OF 2012)

I / We have read, consent and agree to the collection, use and disclosure of my / our personal data for the purpose listed and in accordance with the terms as set out in the attached policy.

If I / We have provided personal data of individuals other than myself / ourselves in this Form, I / we also confirmed that I / we have sought the requisite consent from these individuals to the collection, use and disclosure of their personal data. In particular, I / we confirm that I / we have informed these individuals of the purpose of collection, use and disclosure of their personal data