

Management Corporation Strata Title Plan No .4663
GST No.: M90372695R

DATE: _____ TIME: _____

Particulars of Owner / Resident

Name* : _____ Owner / Tenant
 Blk & Unit No. : _____
 Contact Nos. : _____ (Residence) _____ (Handphone)
 * If the owner is a company, application must accompany a letter of authorisation, and application form must be signed by the authorised person with the company stamp.

Particulars of Mover

(if more than one mover is engaged, kindly indicate further details on pg4)
 Company : _____
 Address : _____
 Person-in-charge : _____ Contact Nos. : _____ (Office) _____ (Handphone)
 Vehicle Reg No. : _____ Vehicle Type : _____

Schedule of Bulk Delivery / House Removal

Type of Works : Bulk Delivery / House Removal / Others* [Please Specify]: _____
 Date : _____ Start Time : _____ End Time : _____

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 Symphony Suites, 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.

Date & Signature of Owner / Resident

Date, Authorised Signature of Mover & Company Stamp

(All payments by Cheque should be crossed and made payable to "Management Corporation Strata Title Plan No. 4663")

For Official Use – Security Deposit

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

(please attach cheque image for cheque deposit)

Deductions/Penalties

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

Refund

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

Acknowledgement of Deposit

Refund

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

Signature of Recipient

Date

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RULES & REGULATIONS

1. A Subsidiary Proprietor or an Occupier of a lot who is moving in / out of the development must apply at least 3 days in advance for approval from the Management Office in a prescribed form.
2. An Occupier of a lot who is not a Subsidiary Proprietor of a unit who is moving into the development must submit an authorisation letter from the Subsidiary Proprietor or a tenancy agreement together with the prescribed form.
3. A Subsidiary Proprietor or an Occupier of a lot shall place a deposit of \$1,000.00 by cheque or such amount as may be determined by the Management. The cheque shall be made in favour of "**Management Corporation Strata Title Plan No. 4663**" before approval is granted for moving in/out.
4. Upon approval, the Subsidiary Proprietor or an 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	:	9am to 5pm
Saturdays	:	9am to 1pm
Sundays & Public Holidays	:	No moving in / out is allowed

5. All movers are to report to the security guardhouse before commencement of any work. All personnel are to exchange for a Pass before entry and return to the guardhouse at the end of each day. Any damage or misplacement of the Pass is subject to a replacement cost of \$30.00 (\$32.10 incl. GST).
6. Smoking is not permitted at the common areas of the development. An administrative fee of \$500.00 will be imposed and deducted from the deposit if anyone is found smoking in the common areas of the development.
7. Movers are to carry out prior survey to assess the site constraints.
8. Where the Subsidiary Proprietor or an 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 causes no or minimal inconvenience to any other Occupier.
9. Mover's vehicles must not obstruct other vehicles when stationed temporarily within the premises to carry out loading / unloading and container trucks are not allowed in the estates.
10. Upon completion of the moving in/out, the Subsidiary Proprietor or Occupier of a lot shall inform the Management.
11. The Management will refund the deposit of \$1,000.00 free of interest if:
 - a) Rules and Regulations are fully complied with during the moving process.
 - b) No damage has been caused to the common property by the Subsidiary Proprietor, Occupier of a lot and / or movers.
 - c) All unwanted items or carton boxes have been disposed appropriately.
12. The Management reserves the right to make deduction from the deposit and/or recover the shortfall from the Subsidiary Proprietor or an Occupier of a lot for the following:
 - a) Make good damage caused to the common property by moving in / out activities.
 - b) Remove unwanted items or carton boxes found in the common property as a result of moving in / out activities.
13. Only the designated lift may be used during the moving process and the movers must note the space limitation of the lift (doors opening 0.9 x 2.1 metres; internal lift car space 1.4 x 1.75 x 2.4metres).

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14. A Subsidiary Proprietor or an Occupier of a lot and their movers must note that the height limit for basement carpark is 2.1 metres. Please follow the directional route that is painted on the car park flooring when driving into the development and park only at designed car parking lots.
15. A Subsidiary Proprietor or an Occupier of a lot are advised to ensure that their movers conduct Risk Assessment, which is in accordance with the Workplace Safety and Health Act before the commencement of any moving activities.
16. By providing your personal data (e.g. name, contact, identification and/or vehicle number) to us, you agree that EL Development (Yishun) Pte Ltd and its appointed agents ("Organisation") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.

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Particulars of Mover	
Company :	_____
Address :	_____
Person-in-charge :	_____
Vehicle Reg No. :	_____
Contact Nos. :	_____ (Office) _____ (Handphone)
Vehicle Type :	_____
Schedule of Bulk Delivery / House Removal	
Type of Works :	Bulk Delivery / House Removal / Others* [Please Specify]: _____
Date :	_____ Start Time : _____ End Time : _____

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