

**APPLICATION FOR CAR PARK LABEL**

Name of Applicant : \_\_\_\_\_ Block: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Contact No. : (R) \_\_\_\_\_ (Hp) \_\_\_\_\_ (Email) \_\_\_\_\_

**Documents Required:-**

Owner -

**Original vehicle registration document & NRIC (Both the NRIC & vehicle registration MUST bear the applicant's name & the address reflect the residency of MELVILLE PARK)**

Tenant -

**Tenancy Agreement, Original vehicle registration document/Identification**

Company's Car -

**Owner-Company authorization letter, vehicle registration document & NRIC (NRIC MUST bear the applicant's name & the address reflect the residency of MELVILLE PARK)**

**Tenant-Company authorization letter/Vehicle registration document/  
Tenancy agreement/Identification**

Rental Car -

**Rental Document & NRIC ( NRIC & document MUST bear the applicant's name & the address reflect the residency of MELVILLE PARK)**

1<sup>st</sup> Vehicle Registration No : \_\_\_\_\_ Make and Type of Vehicle: \_\_\_\_\_

2<sup>nd</sup> Vehicle Registration No : \_\_\_\_\_ Make and Type of Vehicle: \_\_\_\_\_

**Terms and Conditions of Application**

a. The *applicant(s) shall be Resident(s)* and the definition of "Resident" is as follows:

**"Resident" means the person living in the housing unit whether as an owner, lessee or tenant or members of their families and shall also mean an owner who is not living in the housing unit provided that the housing unit is vacant and not occupied.**

b. The car park label issued is not transferable for use on another vehicle.

c. Issuance of second (2<sup>nd</sup>) car park label is **NOT** an entitlement and the priority to park at Melville Park would be given for Residents with first (1<sup>st</sup>) car park label.

d. Upon selling/ leasing of unit or termination of lease, owners/ tenants have to surrender their car park label to the Management without demand.

e. There would be a charge of **S\$20.00** per car park label for any replacement of lost or damaged label.

f. Resident will indemnify the Management for any damages that may arise in the course of using the car park facilities.

**g. The management reserves the right to make additions or alterations to the existing clauses as and when necessary**

I have read and agreed to abide by the Terms and Conditions governing the application for the car park label and I fully understand that the Management reserves the right to withdraw my car park label(s), if I fail to abide by any terms and conditions specified by the Management.

Signature of Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
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Car Park Label Serial : \_\_\_\_\_ Date of Issue: \_\_\_\_\_

Name of Management Staff : \_\_\_\_\_ Received By: \_\_\_\_\_

Expiry Date : \_\_\_\_\_

Remarks : \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Officer

\_\_\_\_\_  
Date