

**APPLICATION FOR HOUSE MOVING**

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

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

**Details of House Moving:-**

Moving In  Moving Out

Date of Moving: From \_\_\_\_\_ to \_\_\_\_\_ Time : \_\_\_\_\_

[ ] Personal Belongings Details: \_\_\_\_\_  
(Only handheld luggage)

[ ] Furniture & Fixtures Details: \_\_\_\_\_

**Details of Mover:-**

Name of Mover's Company : \_\_\_\_\_

Nominated Person-In-Charge: \_\_\_\_\_

Contact Numbers : \_\_\_\_\_ (Office) \_\_\_\_\_ (HP)

In applying for approval, the Owner / Tenant and Contractor / Mover undertake to abide by and be subject to the following terms & conditions:

1. The Owner/ Tenant are required to give two (2) weeks advance notice to the Management of the removal by providing the details of items to be moved and the name of contractors (mover's company) involved so as to maximize security and protect the occupants.
2. The contractor must be accompanied by the nominated person-in-charge.
3. Moving in/ out of Melville Park is strictly prohibited outside hours of **9.00am to 4.30pm**. **No work is to be carried out on Weekends and Public Holidays.**
4. Where the Owner/ Tenant require to use the lift for transportation, he shall ensure that canvas sheets are put in place for lifts. A non-refundable lift padding fee of S\$20.00 is payable for the use of the lift.
5. Only one lift per block may be used for removal purposes.
6. The owner/ tenant shall ensure that the works to be carried out will not in any way cause any unnecessary nuisance to any other occupiers.
7. The owner/ tenant shall pay a deposit of S\$1,000.00 (by cheque). The cheque should be made in favour of the "MCST Plan No. 2203" before permission is granted for moving in/ moving out.
8. The Management will refund the deposit of S\$1,000.00 free of interest after all terms and conditions are complied with e.g. All debris have been removed and no damage had been caused to the common property.
9. In the event that the debris is not cleared quickly or any of the common property is damaged, the Management reserves the right to remove such debris and effect all necessary repairs shall be deducted from the deposit.
10. If the said deposit is insufficient to cover the full cost of the removal and repairs then the Management reserves the right to recover the full costs of the removal and repair from the owner/ tenant.

11. Mover's vehicles must not obstruct other vehicles when parked in the car park. Such vehicles are not to be parked within the Condominium during the night.
12. No containers or removal vehicles are allowed to be parked in the car park area during holidays or festive seasons.
13. Movers must not obstruct movement or deposit furniture or other items any place other than what is designated by the Management.
14. Upon the completion of the works, the owner/ tenant shall inform the Management, its agent or servant. A joint inspection of the lift lobbies/ common areas will be carried out.

I, the undersigned conform that I have read the terms and conditions governing the "Application for House Moving" stated herein, and that I fully understand that I shall be liable for the breach of the said terms and conditions.

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

<b>FOR OFFICE USE ONLY</b>
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Your application for \*Moving In / Moving Out has been **\*approved / not approved** by the Management subject to the Terms and Conditions stated herein.

Lift Padding Fee Paid : S\$20.00 (CASH / Cheque No. \_\_\_\_\_) Receipt No. : \_\_\_\_\_

Deposit Paid : S\$1,000.00 (CASH / Cheque No. \_\_\_\_\_) Receipt No. : \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Approving Officer

\_\_\_\_\_  
Date

*Note: Cheque should be made payable to "The Management Corporation – ST Plan No. 2203" or "MCST 2203". CASH deposit will be bank-in, hence, the refund of cash deposit would takes approximately 4 to 6 weeks from the date of completion of the house moving in the form of MCST's cheque.*

*\* Please delete as appropriate*

<b>REFUND OF DEPOSIT</b>
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I, \_\_\_\_\_ NRIC/ Passport No. \_\_\_\_\_  
confirmed that I have received:

[ ] the cheque no. \_\_\_\_\_ for the amount S\$1,000.00 being the full deposit refunded for the House Moving Deposit from the Management Office.

[ ] the cheque no. \_\_\_\_\_ for the amount S\$ \_\_\_\_\_ being the balance deposit refunded for the House Moving Deposit after deducting the cost for reinstatement of damaged common area.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date