

TERMS AND CONDITIONS FOR THE APPLICATION OF SECURITY PASS

1. 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.
2. The applicant(s) must be at least 6 years and above.
3. All Security Passes will only be issued to residents who are residing at Melville Park on a permanent basis and present his/ her identity card during application.
4. Please enclose all relevant documents required as follows with this application:
 - For Owner** - Identification card
 - A non-returnable passport size colored photograph
 - A copy of Notice of Transfer of Ownership (for new owner)
 - For Tenant** - Identification card/ Passport/ Employment Pass/ Dependant Pass
 - Tenancy Agreement with **minimum tenancy period of 6 months or more with an attached occupier list (original tenancy agreement must be presented for verification during application)**
 - A copy of stamp duty certification
 - A non-returnable passport size colored photograph
5. The security pass issued is not transferable for use.
6. Lost/ damaged passes must be reported to the Management immediately.
7. Subsequent replacement of lost/ damaged passes will be subjected to a **charge of S\$20.00 per pass**.
8. Upon selling / leasing of unit or termination of lease, owners/ tenants have to surrender their security pass to the Management without demand.
9. Issuance up to a maximum of 8 security passes per unit. Subsequent passes would be given to residents at the sole discretion of the Management.
10. Upon your submission of the application form, immediate payment will be required. Collection for security pass is as below:

Description	Collection per pass (1 st five passes)	Collection per pass (Subsequent passes)
Security Pass Deposit	\$5.00	\$5.00
Security Pass Cost	\$2.00	\$5.00
Total Collection	\$7.00	\$10.00

11. In the event that the applicant is not eligible to apply, the fees collected for the security pass will NOT be refunded.
12. The Management and its representative reserve the rights to confiscate the security passes for any non-compliances of the above terms and conditions.

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

Signature of Applicant: _____

Date: _____