



NOTIFICATION FOR MOVING IN / MOVING OUT / BULK DELIVERY

Name : _____ NRIC/Passport No : _____

Unit No : _____ (E-mail) _____

Contact No : (O) _____ (H) _____ (HP) _____

REASON(S) FOR NOTIFICATION: (please tick accordingly)

- Moving In (Date: _____ AM/PM)
- Moving Out (Date: _____ AM/PM)
- Bulk Delivery (Date: _____ AM/PM)

Name of Contractor/Mover : _____

The applicant hereby agrees to abide by the following conditions imposed by the Management Office:

1. Permitted hours for moving in / moving out / bulk delivery:
Monday – Saturday : 9am – 6pm
Sunday & Public Holidays : 10am – 5pm
2. The Management Office shall be informed of the moving in / moving out / bulk delivery at least 3 working days in advance.
3. The common property shall be sufficiently protected during the moving in / moving out / bulk delivery process. In the event when the common property is damaged due to the moving in / moving out / bulk delivery, the common property shall be made good to its original condition within 7 days at the applicant's own expense, failing which the Management Office shall make good the damage and recover all costs from the applicant.
4. Contractors and/or Movers shall use the designated fireman lifts and staircases for moving and/or delivery of items.
6. Contractors and/or Movers shall dispose and remove all debris from the estate within the same day. The Management Office reserves the right to recover all costs from the applicant who fails to do so.
7. Vehicles that are permitted to enter the estate **shall not be longer than 6.1m** and/or **taller than 2.0m**. Vehicles that are not permitted to enter shall load and/or unload outside the main entrance without obstructing the traffic.
8. The Management Office reserves the right to change the terms and conditions of moving in / moving out / bulk delivery at any time without giving any reason.

Name of Applicant

Signature

Date

FOR OFFICIAL USE ONLY

Date Received : _____

Approved by : _____ Signature : _____

FOR SECURITY USE ONLY

Date Received : _____

- I have checked and confirm all carton boxes have been removed.
- Carton Boxes have not been removed. Owner has been notified.

Checked on : _____

Checked by : _____ Signature : _____