

THE LINC

APPLICATION FOR MOVING IN/OUT

Block : _____ **Lincoln Road** **Unit : #** _____

1. Particulars

Name of Owner/Tenant(s) : _____
Contact No. : _____ Mobile phone/Pager : _____
Name of Mover(s) : _____
Address : _____
Name of Supervisor(s) : _____
Contact No. : _____ Mobile phone/Pager : _____
Vehicle No./Type : _____

2. Date of Moving

Date of Owner Moving In/Out : _____
Date of Mover Moving In/Out : _____

3. Rules and Regulations

In applying for approval, the Subsidiary Proprietor/ Occupier and his Contractor/Mover undertake to abide by and be subject to the following rules and regulations:-

1. A Subsidiary Proprietor or Occupier of a lot shall pay a deposit (by cheque) of \$500.00. The cheque shall be made in favour of "MCST 3172" before approval is granted for moving in/out.
2. Upon approval the Subsidiary Proprietor or 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	9.00am – 5.00pm
Saturdays	9.00am – 12.30pm
Sundays & Public Holidays	No work is allowed

3. All movers are to report to the Security Post before commencement of any work. All personnel are to exchange for Pass before entry. Any damage or misplace of the Pass is subject to replacement cost of \$5.00.
4. Movers are to carry out prior survey to assess the site constraints.
5. Where the Subsidiary Proprietor or 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.
6. The Subsidiary Proprietor or Occupier shall ensure that the works to be carried out will not in any way cause any nuisance to any other Occupier.
7. Mover's vehicles must not obstruct other vehicles when stationed temporarily within the premises to carry out loading/ unloading.

3. Rules and Regulations (continue)

8. Upon completion of the moving in/out, the Subsidiary Proprietor or Occupier of a lot shall inform the Management.
9. The Management will refund the deposit of \$500.00 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 or Occupier of a lot.
 - c. all unwanted items or carton boxes have been disposed off.
10. In the event of damage caused to the common property or that unwanted items or carton boxes found on the common property which are the result of the Subsidiary Proprietor or Occupier of a lot moving activities, the Management reserves the right to make good those damage and/or cause the removal of unwanted items or carton boxes and such cost shall be deducted from the deposit.
11. If the deposit is insufficient to cover the full cost of making good damage caused or removal of unwanted items or carton boxes, the Management reserves the right to recover any such deficit from the Subsidiary Proprietor or Occupier of a lot.
12. Only ONE lift may be used during the moving process.
13. Subsidiary Proprietor or Occupier and their movers must note that the height limit of the basement car park is 2.1 metres.

4. Acknowledgement By Subsidiary Proprietor / Occupier

I hereby confirm that I have read the rules and regulations herein, and that I fully understand that I shall be liable for the breach of any such rules and regulations.

Name & Signature of Subsidiary Proprietor

Date

OFFICIAL USE

Refundable Deposit Amount : \$500 Cheque No. : _____ Receipt No. : _____

Commencement Date : _____ **Completion** : _____

DEPOSIT REFUNDED

Cheque No. : _____ Amount : _____ Date : _____

Name & Signature of Recipient

Date

