

## APPLICATION FOR RESIDENT/SUPPLEMENTARY CARD

### \* Owner / Tenant

Name : \_\_\_\_\_

Name on card : \_\_\_\_\_

Blk & Unit : \_\_\_\_\_ (Email) \_\_\_\_\_

Contact No : (H) \_\_\_\_\_ (O) \_\_\_\_\_ (Hp) \_\_\_\_\_

Photograph

Signature

Date

### **For Official Use**

Card No. : \_\_\_\_\_ Date of issue : \_\_\_\_\_ Issued by : \_\_\_\_\_

Payment:

Cash/ Cheque No. : \_\_\_\_\_ Amount : \_\_\_\_\_ Receipt No. : \_\_\_\_\_

Documents required

- Documents to prove ownership/tenancy
- Letter of Authorisation from Owner (Landord)
- Letter from Company verifying eligibility of applicant (for Company Owned Property/Company Tenanted Property)
- Letter declaring loss of card

### **Acknowledgement**

Name of recipient: \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_



Managing Agent:

Knight Frank Property Asset Management Pte Ltd 160 Paya Lebar Road #05-05 Singapore 409022

Tel: (65) 6848 5678 Fax: (65) 6848 5600 Reg.No. 200007671Z CEA Licence No: L3009602I

## **Terms & Conditions**

1. To be eligible for the issue of a Resident Card/Supplementary, the applicant must be residing in Ardmore Park on a permanent basis. However, Owners who are not residing in Ardmore Park and who have not tenanted out their premises are still eligible to apply.
2. Each residence shall be entitled to four (4) Resident Cards at no charge. Subsequent addition or replacement of cards shall be subject to a charge of \$30.00 per card for the Resident Card.
3. To replace a lost card, a letter declaring the loss of the card is required.
4. Resident Cards will be issued to Owners/Residents aged 12 years and above
5. If the Owners sell or rent their units subsequently, they must inform the Management and return all the cards issued to them and their family members for new cards to be issued to the new Owner/Tenant.
6. Tenants are required to submit a copy of the tenancy agreement so that the Management can issue to the Tenant the Resident Card /Supplementary Card. The name of the Tenant must explicitly mentioned in this agreement.  
For company owned properties or company tenanted properties, a letter verifying the eligibility of the applicants must be submitted.
7. Visitors on temporary stay will not be eligible for any Resident Cards /Supplementary Cards.
8. Supplementary Cards will be issued to Owners/ Residents' employees such as domestic servants (maids) and chauffeurs. Such cards are for entering into Ardmore Park and identification purposes and do not permit the holders to use the recreational and communal facilities. They should be returned to the Management upon the termination of the employees' services.  
Issuance of such cards will be subject to a charge of \$30.00 per card.
9. Applicants must submit a copy of any legal document to prove their ownership/tenancy of the related residences.
10. Two (2) recent I/C size photographs must be submitted for each application of Resident Card / Supplementary Card.
11. The Resident Card /Supplementary Card is not transferable.
12. Only a valid Resident Card will entitle the Owner /Resident to the use and booking of facilities. Owners who have tenanted out their residences are not entitled to use the facilities as their rights have been transferred to the Tenant.  
Supplementary Cardholders will not be entitled to the use and booking of facilities.
13. The Resident Card will be automatically deemed null and void when the holder is no longer residing at Ardmore Park. All such cards are to be returned to the Management Office for cancellation.
14. By filling up and submitting this form, I consent to the collection of my personal data and its use by the MCST and its agents for the purpose of this application. The MCST is entitled to retain the information for audit purposes.



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