

IN/ OUT

APPLICATION FOR BULK DELIVERY/HOUSE REMOVAL

* Owner / Tenant

Name : _____
Blk No. & Unit No. : _____
Contact No. : (H) _____ (O) _____ (Hp) _____
(Email) _____
Date of removal : * 1st Session / 2nd Session _____

Name of Mover

Name : _____
Address : _____
Co Regn No. : _____ Person-in-charge : _____
Contact No. : (O) _____ (Hp) _____ (Email) _____

Terms and Conditions

1. Deposit

1.1 Before carrying out any bulk delivery and house removal, the Owner/Resident is required to apply for the Management consent at least seven days in advance and is required to pay a deposit (by cheque) of \$2,000.00 upon application. The cheque shall be made in favour of 'The Management Corporation Strata Title Plan No. 2645' before permission is granted for the delivery/removal works to commence.

1.2 Such deposit will be refunded to the Owners/Residents when the Management is satisfied that the Owners/Residents or their appointed contractors have not damaged any common areas, left debris or caused any inconvenience to the building for which the Management would have incurred cost to rectify.

1.3 Should the expenses of such rectification exceed the deposit, the Owners/Residents concerned shall be liable to pay the difference.

2. Working Hours

2.1 Bulk deliveries and house removals should be carried out on the following hours:

Mondays to Saturdays	1st Session from 9.00 a.m. to 1.30 p.m. 2nd Session from 1.30 p.m. to 6.00 p.m.
Sundays & Public Holidays	1st Session from 10.00 a.m. to 2.00 p.m. 2nd Session from 2.00 p.m. to 5.00 p.m.

Owners/Residents and their contractors are reminded to inform the Management Office of their schedule, particularly for Sunday & Public Holiday.

3. Security

3.1 All deliveries and removals must be reported at the security checkpoint prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purposes which cannot be verified.

3.2 All workers of the appointed contractors must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in Ardmore Park. Security personnel have the right to question any person found without a pass.

4. Lift/Staircase

4.1 All deliveries/removals and workmen should use only designated lifts and staircases so as not to cause inconvenience to the Owners/Residents. Only one lift may be used for removal purposes.

4.2 Owners/Residents must ensure that their appointed movers / contractors provide adequate protection to the lift walls and flooring when transporting any items up to and from the residence; and provide adequate measures to protect other common property during any bulk deliveries or house removal works.

5. Debris/Cleanliness

5.1 Packing crating materials must be disposed off and removed from Ardmore Park on the same day that they are being brought in.

5.2 Unwanted materials, debris, etc. should not be left on the corridors, lift, lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be removed and any cost incurred will be charged to the Owners/Residents concerned.

5.3 In the event the debris is not cleared quickly or any of the common property is damaged, the Management reserves the right to remove such debris and affect all necessary repairs on the account of the Owners/Residents. The cost of such removal or repairs shall be deducted from the deposit.

6. Others

6.1 Owners/Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the Owners/Residents concerned.

6.2 The Owners/Residents are not allowed to tap water/electricity supply from the common areas.

6.3 The Owners/Residents shall ensure that the works to be carried out will not in any way cause any unnecessary nuisance to any occupiers.

6.4 Contractor's vehicles must not obstruct other vehicles when parked in the carpark. Such vehicles are not to park within the estate during the night except with the written permission of the Management.

6.5 No container is allowed to park overnight in Ardmore Park.

6.6 Contractors must not obstruct movement or deposit furniture or other items in any place other than what was designated by the Management.

6.7 Upon completion of the works, the Owners/Residents shall inform the Management, its agent or servant. A joint inspection of the lift, lobbies/common areas will be carried out.

6.8 The Management, at its sole discretion, reserved the right to require the contractor to take up the following insurance policies:

- (a) Workmen's Compensation
- (b) Third Party Liability up to a minimum cover of \$1 million for any one accident
- (c) Any other insurance which the Management may deem necessary.

Copies of the above insurance policies shall be lodged with the Management before the commencement of Renovation Works, Bulk Delivery and House Removal.

I have read and confirm my acceptance of the terms and conditions herein and shall be liable for the breach of any such terms and conditions. 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.

Signature of Owners/Residents

Date

For Official Use

Deposit Cash/Cheque No. _____

Amount : _____ Date : _____

Receipt No. : _____ Issued by : _____

Refund of Deposit

Receipt/Cheque No. _____

Name of Recipient : _____

Signature

Date