

BULK DELIVERY/ HOUSE MOVERS APPLICATION FORM*(This form has to be completed by owner/occupier)*
☐ Moving **IN** ☐ Moving **OUT** ☐ Delivery of _____

Date of Move / Delivery _____ Time: _____

I APPLICANT'S PARTICULARS

Name of Resident			
Unit No.			
Contact No.	Home		Handphone
Email (if any)			

II PARTICULARS OF CONTRACTOR (if any)

Mover Company			
Address			
Person-in-charge		Contact No.	

III UNDERTAKING BY OWNER / OCCUPIER

I agree to abide by the stated guidelines, the terms and conditions, and the actions of my appointed house mover/delivery company.

Signature of *Owner/Occupier

Date

IV FOR OFFICIAL USE ONLY

Refundable Deposit Received: **\$1000** ☐ **CASH** ☐ **CHEQUE** _____

APPROVED : _____ Signature: _____ Date: _____

V FOR SECURITY STAFF

- [] All debris are removed / disposed.
 [] No damage caused to Common Property.
 [] The following damages to Common Property were caused to _____

Name : _____ Signature: _____ Date: _____

VI REFUND OF SECURITY DEPOSIT

[] Amount Refunded: _____ ☐ **CASH** ☐ **CHEQUE** _____

[] Please deduct \$ _____ being damages to common property and refund balance amount of _____

Collected by: _____ Date : _____
Name / Signature

Issued by : _____ Signature : _____

A. DELIVERY/HOUSE MOVER GUIDELINES

1. Permitted Hours: Mondays – Saturdays : 9.00am – 6.00pm
Sundays & Public Holidays: 10.00am – 5.00pm
2. All forms of mover/delivery (large items) to make appointment with The Management through the application form. Application has to be made 1 week in advance. The application takes 3 working days to be approved upon receipt of form. **A minimum sum of \$1000 shall be deposited with The Management before the commencement of any work. Cheques are to be made payable to:” Management Corporation Strata Title Plan No. 3306”**
3. The owner/occupier shall be responsible for their contractor’s behaviour whilst in the estate. It is the owner/residing resident responsibility to provide sufficient protection to the common areas during the shifting in process.
4. The contractor and their workmen must report at the security guardhouse to change for contractor’s pass. The pass has to be worn at all times whilst in the estate. Every workman has to wear the pass.
5. Workmen carrying out delivery/removal are to use the fireman lift and staircase designated by The Management and/or security guard.
6. The owner/occupier is responsible to ensure all packing materials and carton boxes are either disposed by the contractor or themselves or removed from the estate.
7. The owner/occupier is responsible to make own arrangement to dispose unwanted furniture/fittings and not to be left outside the unit corridor, lobby or bin center. A surcharge of \$500 shall be imposed should this occur.
8. Only Vehicle, which is **no longer than 2.8m** and/or **no taller than 2.1m**, is allowed to enter LAKESHORE. For house movers using containers trucks, they must unload outside the main entrance and to use a smaller lorry to transfer all items into the premises.
9. The Management reserves the right to amend the rules from time to time.

B. TERMS AND CONDITIONS

1 Execution of Works

- 1.1 The fire lift and staircases are allowed to be used for all forms of delivery/removal. The contractors carrying out such loading and unloading works must ensure that the lift floors, doors and walls are not scratched/damaged. Any damages caused shall be repaired at the expense of the unit owner/occupier.
- 1.2 No storage space will be provided on site. All articles/materials must be stored within the unit owner/occupier’s premises. The Developer/Management shall be under no liability in respect of the loss or damages caused to the premises for the whole duration of the works.

2 Indemnity

- 2.1 The unit owner/occupier shall keep the Developer/Management fully indemnified in respect of any claims, losses, liabilities or damages made against, suffered or incurred by him, as a result of a breach by the Contractor, its sub-contractors, employees or agents, of any of the terms and conditions, or as a result of any of the works undertaken by the Contractor at the said premises.

3 Employment of illegal workers

- 3.1 The unit owner/occupier shall ensure that the contractor does not employ or permit or cause the employment of any illegal foreign workers to carry out any part of the works at the above premises. The unit owner/occupier shall indemnify the Developer/Management in respect of any claims, actions, proceedings, damage or costs brought against, incurred or suffered by the Developer/Management by reason of any breach whether by the unit owner/occupier or the Contractor or its sub-contractors.

4 Damages

- 4.1 The unit owner/occupier shall be fully responsible for any damages to the common area caused by the contractors and/or by their personnel. Such damages shall be made good to the satisfaction of the Developer/Management within seven (7) days, failing which the Developer/Management shall have the right to make good the damages and recover the cost without prejudice to the Developer/Management's right to recover all related costs from the unit owner/occupier.

5 Dumping of Debris

- 5.1 The unit owner/occupier shall be fully responsible for any dumping of debris at the common area by the contractors and/or by their personnel. Such debris shall be removed out of the estate within the same day, failing which the Developer/Management shall have the right to remove the debris and recover the cost and administration charges from the unit owner/occupier without prejudice to the Developer/Management's right to recover all related costs from the unit owner/occupier.