

## HUME PARK 2

Form A

## APPLICATION FOR BULK DELIVERY / HOUSE REMOVAL\*

Unit: #	<input type="checkbox"/> Move In	<input type="checkbox"/> Move Out	<input type="checkbox"/> Delivery
Date:	Time:	a.m / p.m	(Monday to Friday from 9.00 am to 5.00pm) (Saturday from 9.00 am to 12.00 noon)

## 1.0 Resident's / Owner's Particulars

Name:	ID/Passport No.:
Contact No: (Home)	(Hp) (Office)

We shall be responsible for our contractor/s (particulars below) complying with the Rules & Regulations (Page 2 of this form)

## 2.0 Contractor's Particulars

Mover's Company:	Office:	Hp:
Name of Supervisor:	IC:	Work Permit:
Address:	Vehicle Type:	Vehicle Regn:

Please report to Security at Guard House to gain entry to unit before moving / removing / delivery of any items.

Name of Applicant :	Name of Contractor :
NRIC :	NRIC :
Signature :	Signature :
Date :	Date :

JOINT INDEMNITY  
FOR OWNER AND CONTRACTORS

We solemnly & jointly declare that all the particulars given in my bulk delivery/ House-Moving\* application are true and correct in every detail, and We have obtained approval of the relevant authorities as required by law to carry out my bulk delivery/ house-moving\*.

I have read, and will abide by, the Rules and Regulations governing the application for bulk delivery/house-moving\* laid down by the Management and agree to pay the penalties as the Management may deem fit for infringement of the Rules or for any nuisance caused, in addition to paying for damages arising from the actions or negligence of my contractors, workmen, or agents.

I enclosed herewith a cheque of S\$500.00 being the bulk delivery / house removal deposit. I understand that this deposit will be refunded to me without interest upon the completion of my bulk delivery / house removal provided always that the Management is entitled to deduct any amount in accordance with the Rules and Regulations contained herein.

I agree to pay a penalty of S\$50.00 per day to the Management if my contractor fails to clear building materials or debris from any part of the common area. I shall also indemnify and keep the management indemnified against any claims, loss, injuries and damages whatsoever arising from the above activities.

## \* IMPORTANT NOTES

Please submit a cheque of S\$500.00 (payable to "MCST 2213") as a refundable deposit before the commencement of bulk delivery/house-moving

## 3.0 For Official Use Only

For Management Use Only:	For Security Use Only:
Deposit Received S\$500.00 (Cheque / Receipt No. _____)	Form Received by: _____ Name & Signature
Approved By _____ Name & Signature of Staff-in-charge	Check Entry of contractor
Form submitted to Security on: _____	Time: _____ By: _____ Name & Signature

I, \_\_\_\_\_ owner / tenant of Unit \_\_\_\_\_ acknowledge receipt of S\$500.00 being deposit refunded on (date) \_\_\_\_\_ for Bulk Delivery / House Moving\*.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## RULES & REGULATIONS GOVERNING BULK DELIVERY AND HOUSE REMOVAL

### A. Prior Notice

- i) The applicant shall submit to the management the prescribed application form (Form A) at least (7) days prior to bulk delivery/house delivery.

### B. Working hours

- i) House removal can only be carried out Monday to Friday from 0900hrs to 1700hrs and Saturdays from 0900hrs to 1200hrs. The applicant shall obtain written approval from the Management in the event of a need to carry out work beyond the hours as specified in Clause B (i).

### C. Security

- i) All workers of the applicant's contractors shall check in at the security Guard Counter to exchange their identity cards for security passes. Loss or damaged cards is/are charged at \$20.00 per card.
- ii) The Contractor must ensure that adequate Workmen's Compensation Policy and Public Liability Policy and other policies are required, which may be necessary.
- iii) The Subsidiary Proprietors and his contractors shall jointly sign the letter of indemnity/undertaking, prior to any execution work.
- iv) The applicant shall be responsible for good conduct and behaviour of his contractors's workers and sub-contractors while they are in the building.
- v) No worker and/or sub-contractors shall be allowed to loiter in any other places other than the designated work area of the apartment concerned.
- vi) Any worker and/or sub-contractors found misbehaving or refusing to comply with the security procedures will be immediately removed from the condominium and barred from future entry.
- vii) All workers and/or sub-contractors shall wear the security passes at all times when they are in the condominium.

### D. Lift.

- i) Only the Fireman Lift is allowed to be used. No heavy machinery is allowed in the Lift. No overloading of lift is allowed.
- ii) The applicant shall ensure that adequate protection (i.e. Perspex, canvas or plywood protection) is given to the walls and flooring for the lift interiors and lobbies when conveying building materials and furniture to and from the apartment unit.

### E. Obstruction to common Passage, fire Escape route etc.

- i) At any one time, no obstructions must be caused to common passages, fire escape routes, staircases and stairwell etc.
- ii) Packing and crating materials must be removed and disposed of from the condominium on the same day as they are being brought in.

### F. Cleanliness

- i) The applicant shall maintain the general cleanliness of the common area used by his workers and sub-contractors. He shall ensure that the area used by his workers and sub-contractors is kept clean after the job is completed.
- ii) No debris is allowed to be placed in the common area. All debris must be removed from site by the end of the working day by 1730hrs.

### G. Security Deposit

- i) The occupant shall pay a deposit of \$500.00 being the house removal deposit to "MCST 2213", at least seven (7) days prior to the date of moving/delivery.
- ii) Residents shall be held responsible for any damages to the common property caused by themselves and/or their workers. Such damages shall be made good to the satisfaction of the management within seven (7) days, falling which the Management shall have the right to make good the damages and deduct the cost from the deposit without prejudice to the Management's right to recover the remaining costs from the contractors. Otherwise, the deposit is refundable, free of interest, upon completion of the fitting out works carried out to the satisfaction
- iii) Residents shall be held responsible for any damages to the common property caused by themselves and/or their
- iii) The deposit of S\$500.00 shall be refunded free of interest, subject to any deduction by the management at its absolute discretion for any cost incurred to remedy any damages caused to the common property by resident/contractor and debris left behind.

### H. Size of the Loading / Unloading Vehicles

- i) No shipping containers are allowed into the condominium. Vehicles exceeding 14ft including trailers deployed for the moving/removal will be parked outside the estate and arrangements shall be made for separate carting of movables in/out of estate.
- ii) Movers shall obtain the necessary appropriate permits from the Traffic Police for parking outside the estate.
- iii) All container vehicle that are 2.1m in height and above are not allowed in the sheltered car park.

**Subsidiary Proprietors are required to inform their movers on this Regulation.**