



The Management Corporation Strata Title Plan No. 431  
32-62C Jalan Mariam, Singapore 509310  
961-971C Upper Changi Road North, Singapore 507666  
Email: mgmtcouncil@changigarden.com

## APPLICATION FOR BULK DELIVERY/HOUSE REMOVAL ENTRY PERMIT

Name of Applicant : \_\_\_\_\_  Owner/Tenant  Service Provider

Unit No : \_\_\_\_\_ Tel: \_\_\_\_\_ (Hp) \_\_\_\_\_ (H)

Mover Company : \_\_\_\_\_

Address : \_\_\_\_\_

Person-in-Charge : \_\_\_\_\_

Contact Number : \_\_\_\_\_ (Hp) \_\_\_\_\_ (O)

Type of Move	Period of Move	Extension Date	Remarks
<input type="checkbox"/> Move in <input type="checkbox"/> Move out <input type="checkbox"/> Internal move From: # _____ To: # _____			
<input type="checkbox"/> Bulk delivery			

## TERMS AND CONDITIONS

1. The Management shall be notified not less than two (2) working days before the bulk delivery/house removal work is carried out. This agreement must be signed before any work is carried out.
2. **The applicant shall pay a deposit of S\$1,000 for the bulk delivery/house removal work.** This deposit will be refunded free from interest and subject to the compliance of all the conditions stated herein and to all claims by the Management for damages to the common properties and properties of the occupiers in the estate. In the event of the deposit being insufficient to meet the Management's claim, the applicant and the company in which he is acting on its behalf, shall compensate and pay to the Management the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.

All cheques shall be made payable to "MCST No. 431".

3. The bulk delivery/house removal can only be carried out during the following hours:  
Monday to Sunday : 9.00 a.m. to 5.00 p.m.  
No work shall be allowed to be carried out on Public Holidays.
4. The mover/delivery company are not allowed to smoke at any common areas within the building (e.g. common corridors, staircase & stairwells) at all times. The Management reserves the right to stop the work at its sole discretion and the security deposit shall be forfeited for any violation.
5. All workers of the mover/delivery company and that of its listed sub-contractors shall register with the security staff at the Guard House prior to carrying out the work.
6. All workers shall display the contractors' passes at all times within the building compound.
7. The applicant shall be responsible for the good conduct and behaviour of all workers of his company and that of its listed sub-contractors while they are in the building compound.
8. No workers shall be allowed to loiter in any other places other than the apartment unit concerned.
9. Any worker found misbehaving or refusing to comply with the security procedures will be removed from the building and barred from entry.
10. The applicant shall ensure that adequate protection is given to the staircase wall and flooring when conveying building materials to and from the unit. Should there be a need to protect the staircase with appropriate protection covers, they should be provided by the applicant at his cost.
11. No heavy machinery is allowed to be delivered along the staircase.
12. The applicant shall maintain the general cleanliness of the common area used by his workers and sub-contractors. He shall ensure the area, dirtied by his workers and that of his sub-contractors, be cleaned up immediately to the satisfaction of the Management.
13. No debris or unwanted items are allowed to be placed in the common areas and they must be removed from site upon completion of work daily.
14. No heavy vehicles, lorries, trucks and any vehicles that exceed the height of 1.9m clearance are allowed in the estate.
15. All vehicles used for the removal works must be properly parked at the designated car park lots.

In submitting this application, I agree to the following:

1. I will pay the deposit (refundable) by cheque to "MCST No. 431"
2. I will ensure that my contractors, workmen and agents abide by the house rules and by-laws regarding the use of common property in the estate. In case there are reasons for me to make good any damage, you may use the deposit to defray the cost of making good. If the cost is more than the deposit, I will pay for the difference.
3. The deposit or balance of the deposit will be refunded upon my presentation of this application and the original receipt. I understand that it will take around 6 weeks to process the refund by cheque.
4. 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 Owner/Tenant & Date

\_\_\_\_\_  
Signature of Mover/Delivery Company & Date

Official Use Only				
Date application received	Deposit Amount received	Bank/Cheque No.	Received by:	Approval:

Refund Deposit		
Deduction	Reason for Deduction	Checked by Security
<input type="checkbox"/> Yes  <input type="checkbox"/> No		Name: _____  Signature: _____  Date: _____
Actual date of completion (final joint inspection date): _____		