



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

Registration of New Tenants Residential Unit

Name of Owner: _____ Unit No: _____

Contact No: (Hp) _____ (H) _____ (Email) _____

1. Personal Details of Tenants

S/No.	Name	Occupation	Race	Date of birth	Religion	Gender

2. Maid's Particulars

S/No.	Name	Date of birth	Nationality	Religion

3. Pet Particulars

S/No.	Type (e.g. dog, cat etc)	License No.	Remarks

4. Terms & Conditions

- i. All owners must register their tenants' particulars with the Management Corporation, enclosing the following documentary proof:
 - a. tenancy agreement duly signed and with stamp duty
 - b. photocopy ID of registered tenants for verification
- ii. All tenants must comply with the House Rules & By-Laws set forth by the Management from time to time. A full set of the said rules are available at www.changigarden.com
- iii. All tenants must be registered and be issued with residence passes & proximity cards prior to moving into the Estate. Please provide (1) passport sized photograph measuring 2.5 cm by 3.2 cm for each tenant along with this application.
- iv. Residence passes must be produced for identification purpose where requested by the Security Officers.
- v. A non-refundable administrative fee of S\$25 (inclusive of GST) and \$25 deposit will be levied for replacing each lost or damaged residence pass or proximity card.
- vi. All issued cards are non-transferable. The Management reserves the rights to invalidate any card if there is any misuse or abuse.
- vii. The cards issued remain the property of the Management Corporation and all cards must be returned to the Management Office when the holders cease to be owners, tenant or occupier of the unit, otherwise the deposit shall be forfeited.
- viii. 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.

All particulars given by me are true and correct. I have read and agree to abide by the terms and conditions governing the use of residence passes and proximity cards.

Name & Signature of Owner

Company Stamp (if applicable)

Date

