

EAST COAST RESIDENCES
MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3688

APPLICATION OF ACCESS CARD

SECTION I : TO BE COMPLETED BY APPLICANT

Type of Card Applied : New / Additional _____ no. (Fee : \$50.00/per card.)
 Replacement for _____ lost / damaged* card (Fee: \$50.00 per card)
 Access Card Serial Number: _____

Name: _____ (Owner / Tenant)* Blk: _____ Unit: _____

Contact: (H) _____ (HP) _____ (Email) _____

Documents Required

(Please tick) :

() Owner –Proof of resident e.g. NRIC

() tenant –tenancy agreement or owner’s verification(Section II)

I enclosed my cash / cheque* no: _____ of \$ _____ being payment of _____ nos. of access card(s).

Cheque made payable to **MCST 3688**

I declare that all particulars given by me are true and correct. I have read and agreed to abide by the rules and regulations governing the application of access card at East Coast Residences.

By signing this application form I/we expressively give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

Signature: _____ Date: _____

** Delete if not applicable*

SECTION II : OWNER'S VERIFICATION (to be filled up if the applicant of the unit is a tenant)

I / We* _____ owner of blk _____ unit _____

confirmed that the above applicant is my tenant from _____ to _____ .

Signature: _____ Date: _____

SECTION III: FOR OFFICIAL USE

Receipt No.: _____

Access Card Serial No.: _____

Total number of Access Cards issued to-date: _____ Date issued: _____

Issued by: _____ Signature: _____

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SECTION IV: ACKNOWLEDGEMENT RECEIPT OF ACCESS CARD(S)

I, _____, of blk _____ Unit _____ acknowledge receipt of _____ access card(s) with serial no.: _____.

Signature: _____ Date: _____

**Delete whichever applicable.*

RULES AND REGULATIONS:

- a. Residents may apply for additional cards in excess of their entitlement. A payment of S\$50.00 shall be levied for each additional card. The number of additional cards to be issued shall also be determined at the discretion of Management.
- b. Lost, damaged and replacement of card (which include change of person residing in the Unit) shall be subjected to a charge of \$50.00 per card. Damaged card shall be returned to the Management before issuing the new access card.
- c. To replace a lost card, a letter declaring the loss of the card is required. Upon the report of the lost card, that card will be deactivated immediately to prevent any unauthorized entry.
- d. If an owner leased out his unit, new access card can be issued to his tenants on submission of a letter of authorization from the owner, or alternatively, a copy of the lease/tenancy agreement. The access card issued to the tenant by landlord/Management must be returned to the landlord upon termination or the expiration of the lease.
- e. When an owner sells his unit subsequently, he must inform the Management and hand over all the cards to the new owner.
- f. Only a valid access card will entitle the resident to the use and booking of facilities in the estate. Owner who have leased out their apartment/s will no be entitled to the use of the estate facilities as their rights have been transferred to the tenant.
- g. Applicants must submit a copy of tenancy/legal documents to prove their ownership/tenancy of the relevant premises.
- h. Access Card is not transferable.

*** The submission of this application form does not imply that the Management should immediately program the access cards. Please allow at least 5-7 working days for the programming to be done. The owner is also required to formally notify the Management regarding a loss of access card.*