

MOVING IN/OUT

APPLICATION RECEIVED ON DATE: _____

Particulars of Owner / Resident

Name* : _____ (Owner / Tenant)
Blk & Unit No. : _____
Contact Nos. : _____ (Residence) _____ (Handphone)

**If the owner is a company, application must accompany a letter of authorisation, and application form must be signed by the authorised person with the company stamp.*

Particulars of Mover

(if more than one mover is engaged, please use separate form.)

Company : _____
Address : _____
Co. Regn. No. : _____ Person-in-charge : _____
Contact Nos. : _____ (Office) _____ (Handphone)
Vehicle Reg No. : _____ Vehicle Type: _____

Schedule of Bulk Delivery/ House Removal

Type of Works : Bulk Delivery/ House Removal/ Others* [Please Specify]: _____
Date : _____ : Start Time : _____ End Time : _____

Acknowledgement

- We, the Owner / Resident and Mover, as named above, herein confirm that we have read and will fully abide by the rules & regulations governing the Moving In / Out of The Cristallo, which are reproduced overleaf, and we will be fully liable and will indemnify the Management for any damages that may arise in the course of the moving in / out or for the breach of any such rules & regulations.
- The time slot given at point of registration **must be adhered** so as not to affect the delivery time of other resident

Date & Signature of Owner/ Resident

Date, Authorised Signature of Contractor & Company Stamp

(All payments by Cheque should be crossed and made payable to "MCST 4280")

RULES & REGULATIONS

BULK DELIVERY & HOUSE REMOVAL

1. All Owners must submit application form together with a refundable deposit of \$1,000.00 to the Management at least three (3) working days in advance before delivering goods / items to or from the development.

Cheque should be made payable to "MCST 4280"

2. Owners are responsible for the conduct and behaviour of their appointed contractors and undertake that no illegal worker and/or foreign workers who holds invalid working permit be employed for the delivery service.
3. Bulk delivery and house removal should be carried out during the following hours:

Monday - Friday	-	0900-1700 hrs
Saturday	-	0900-1300 hrs

These activities are not permitted on weekend and public holiday.

4. Workmen carrying out delivery or removal works should use only designated lifts and staircase so as not to inconvenience other residents. Bulky items including packing and crating materials must be removed and disposed of from the common property by the Residents on the same day they are brought in.
5. Owners and their contractors are not allowed to use the water or electricity supply from the common areas.
6. Owners must ensure that adequate protective covering should be provided from the elevator to the entrance of the owner's apartment to prevent possible damage to the lift lobby, corridors and other common areas.
7. Upon completion and prior to processing of the refund of deposit, Owners must make arrangement with the Management for a joint inspection to ensure that no unwanted materials or debris are left in the common areas and no damage made to common property.
8. The Management reserves the right to engage its own contractors to carry out any disposal and repair works caused by the delivery works. All such expenses incurred in this instance will be deducted from the delivery deposit.