

# 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.s (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 terms and conditions 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 / are 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 / We\*, \_\_\_\_\_, of blk \_\_\_\_\_ Unit \_\_\_\_\_ acknowledge receipt of \_\_\_\_\_ access card(s) with serial no.: \_\_\_\_\_ .

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Delete whichever applicable.

**RULES AND REGULATIONS FOR APPLYING ACCESS CARD**

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- 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 subject to a charge of \$50.00 per 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. The owner and his family are to return their cards to the Management when leasing out their unit. The access card issued to the Tenant by the landlord/Management Office must be returned to the landlord upon termination or the expiration of the lease.
- e. Upon leasing out his unit, the subsidiary proprietor must hand over all access cards to his tenant. A subsidiary proprietor who has leased out his unit may not be admitted to the estate except as an invitee of his tenant. All his rights to the use of the facilities in the estate shall be deemed to have been transferred to the tenant.
- f. Documentary verification by the Management will be required to establish the residential status of the applicant for access card.
- g. Access Card is not transferable.
- h. Applicants must submit a copy of tenancy/legal documents to prove their ownership/tenancy of the relevant premises.

*\*\*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.*