



MOVING IN / OUT NOTICE
Additional By-Law 4.4 & 8

In applying for approval, the Proprietor/Tenant and Contractor/Mover undertake to abide by and be subject to the following terms and conditions:-

1. The proprietor/tenant is required to give two (2) weeks notice to The Management of the removal.
2. The Management shall not be held responsible for any losses or damages to your tenants or your personal property or belonging during the moving in/out nor obliged to hold any keys, deposit & refund from your tenant etc.
3. Any outstanding sums including water charges (if any) must be settled in full prior to approval of moving out by The Management.
4. The contractor must be accompanied by the nominated person-in-charge.
5. Moving in/out of the apartment/condo is prohibited outside the office hours (ie; before 9.00am and after 5.00pm during the weekdays or after 1.00pm on Saturday).
6. Where the owner or tenant requires the use of lifts for transportation, he shall ensure that protection is put in place in the lift.
7. Only one lift may be used for removal purposes (Bomba lift). You are requested to ask the security on duty to turn on the lift to “manual mode” and inform the security when removal is completed. You are also reminded that the abuse of lifts and/or use may, at the Management’s discretion lead to the suspension of usage.
8. The proprietor or tenant shall ensure that the works to be carried out will not in any way cause any unnecessary nuisance to other occupiers.
9. In the event that the debris is not cleared quickly or any of the common property is damaged, The Management reserves the right to remove such debris and effect all necessary repairs on the account of the proprietor. The Management reserves the right to recover the full costs of the removal and repair from the proprietor.
10. Mover’s vehicles must not obstruct other vehicles when parked in the car park area.
11. No containers or removal vehicles are allowed to be parked in the car park area during holidays or festive seasons.
12. Movers must not obstruct passage ways or deposit furniture or other items in any place other than what was designated by The Management.
13. Upon the completion of the works, the proprietor/tenant shall inform The Management, its agent or servant. A joint inspection of the lift lobbies/common areas will be carried out.



Name of Proprietor/Tenant/Registered Occupier: _____

Unit No: _____ Tel No: (H) _____ (O) _____ H/P) _____

Details

Name of Contractor (Mover's Company): _____

Person in Charge: _____ Tel No: _____

Moving In/Moving Out Date: _____ Time: _____

No of helpers (estimate): _____ Lorry/Truck Reg No: _____

I, the undersigned confirm that I have read the terms and conditions on the reverse page, and I fully understand that I shall be liable for the breach of any such terms and conditions.

I returned herewith all vehicles passes, which shall now deem void.

Signature of Proprietor

Date

NRIC No. _____

FOR OFFICE USE

Management Acknowledgement : Approved / Not Approved : _____

Signature

No outstanding water charges

Vehicle label surrendered: No:

Access card surrendered: No:

Name: _____

Date : _____

Note for the Security Department:

c.c. SECURITY DEPARTMENT – *for your kind attention*