



**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748**

No. 14 Stirling Road #01-21 Queens Clubhouse Singapore 148956

Tel: 6471 1212 Fax: 6471 1516

**House Moving In-Out / Bulk Delivery**

**BLOCK:** \_\_\_\_\_

**UNIT NO.:** \_\_\_\_\_

**Note:** Please pay **a charge of S\$50** (inclusive GST) for non-refundable administrative charge per occasion payable by residents for every moving-in or moving-out activity.

I/ We will place a **cheque deposit of S\$500** payable to “MCST Plan No. 2748” with the Management before commencement of the above activities, held as reinstatement cost to damage of common property or removal of debris. The deposit shall be refunded free of interest after the Management is satisfied that there are no damages caused to the common property.

- 1. **Name of Mover/ Delivery Co.** : \_\_\_\_\_
- 2. **Date and Time of Activity** : \_\_\_\_\_
- 3. **Name of Person-In-Charge** : \_\_\_\_\_
- 4. **Company Address** : \_\_\_\_\_
- 5. **Contact No.** : (O) \_\_\_\_\_ (HP) \_\_\_\_\_

**Declaration**

I declare that I have **read, understood and will abide by all the terms and conditions of bulk deliveries and house moving.** I shall be **fully responsible to reimburse the Management if the security deposit is inadequate to defray all costs of making good of damage to common properties and removal of debris.** I will undertake to provide full and total protection to the lift car panels and floor and lift lobbies with canvas padding when transporting materials, etc. I agree **to abide by all terms and conditions stated herein.**

\_\_\_\_\_  
**Name of Owner HP:**

\_\_\_\_\_  
**Signature/ Date**

- Note:** (a) All foreign workers engaged by employer/ resident are required to show original work permit to the Queen’s Management/ Security.  
(b) All foreign workers without a work permit at site will not be allowed entry or to work.

**For Official Use Only (cheques payable to “MCST 2748”)**

a) **A Separate Cheque for Non-Refundable Administrative Charge of S\$50** (Inclusive of GST)

Payment: CHEQUE ( \_\_\_\_\_ )

Receipt No: \_\_\_\_\_

b) **Deposit \$500 Received : CHEQUE** ( \_\_\_\_\_ )

Received by: \_\_\_\_\_

Refunded to: \_\_\_\_\_

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



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**House Moving In-Out / Bulk Delivery**

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**Terms & Conditions**

- 1) House removal refers to any **bulk** delivery of any household items or equipments by Moving In / Out. Subsidiary proprietor, Resident or Tenant who either delivers such items either by themselves or by engaging the services of a house removal contractor.
- 2) Bulk deliveries and house removal must only be carried out during the following hours:  
**Mondays – Saturdays : 9.00 am – 5.00 pm**  
**Sundays and Public Holidays : 10.00 am – 5.00 pm**  
Owners/ Tenants and their contractors are reminded to inform the Management Office of their schedules, particularly on Sundays and Public Holidays.
- 3) All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
- 4) All contractors must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the Condominium. Security personnel have the right to question any person in the Condominium found without an identification pass.
- 5) All deliveries/ removals and workmen should use only designated areas so as not to inconvenience other residents. Packing and crating materials must be removed and disposed of by the occupants on the same day as they are being brought in.
- 6) Unwanted materials, debris, etc. should not be left in the common areas in the Condominium. Otherwise, they will be removed and costs charged to the occupants concerned.
- 7) Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- 8) Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of furniture or other effects shall be replaced or repaired at the expense of the residents concern.
- 9) An non-refundable administrative charge of **S\$50**(Inclusive of GST) per occasion payable by residents for every moving-in or moving-out activity.
- 10) Residents are required to place a cheque deposit of S\$500.00 payable to "MCST 2748" with the Management before any bulk deliveries or house removal works.
- 11) The deposit shall be refundable free of interest subject to any deductions by the Management for any costs incurred for the disposal of unwanted materials, debris, etc. and/ or to remedy any damage caused to the common property by the resident or their movers. If this deposit is insufficient to cover the cost, you will have to top up the difference.

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