



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748

**NOTIFICATION OF STAY-IN GUESTS**

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

**Note:** (1) Please submit a photocopy of stay-in guests' Passport/ NRIC.  
(2) **For Tenants**, kindly notify your landlords/ owners of your stay-in guests in attendance.

To : The Management Office - Queens Condominium (MCST Plan No. 2748)

Dear Sir/ Madam,

**NOTIFICATION OF STAY-IN GUEST/S AT BLOCK \_\_\_\_\_ UNIT # \_\_\_\_\_**

I, \_\_\_\_\_ (Name of Owner/ Tenant) a resident of **QUEENS** of the above-mentioned unit would like to notify the Management that the undermentioned personnel are my guest/s: -

	<u>Name of Guest/s</u>	<u>Passport/ NRIC No.</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Duration of Stay : From \_\_\_\_\_ to \_\_\_\_\_

Registration No : \_\_\_\_\_

Make		
	(a) Toyota	Model : _____
	(b) Nissan	Colour : _____
	(c) Hyundai	
	(d) Honda	
	(e) Others	

**Note:** Visitors' vehicles are to be parked at lots designated for visitors, such as Open Car Lots and Multi-Storey Car Lots at Levels Three (3), Four (4) or Five (5).

I undertake to ensure my stay-in guests shall **abide by the QUEENS House Rules** and shall be responsible for their conduct at all times.

Thank you.

Yours faithfully,

Signature of Owner/ Tenant

Name of Owner/ Tenant : \_\_\_\_\_

Contact No : \_\_\_\_\_ (R) \_\_\_\_\_ (HP)

**Please mail/ return this set of completed form with relevant documents to:**  
**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2748**  
No. 14 Stirling Road #01-21 Queens Clubhouse Singapore 148956  
**Tel: 6471 1213 Fax: 6471 1516**