

Sommerville Park

THE MANAGEMENT CORPORATION - STRATA TITLE PLAN NO 747

Management Office: Blk 77 (Ground Floor) Farrer Drive, Sommerville Park,
Singapore 259282 Tel: 6469 2112 Fax: 6467 9455
Email: mca747@smprmt.com.sg

To: The Condominium Manager
MCST Plan No. 747
Blk 77 (Ground Floor) Farrer Drive Sommerville Park
Singapore 259282

Date: _____

Dear Sir

SOMMERVILLE PARK APPLICATION FOR HOUSE MOVER ACTIVITY (To be completed by Owner/Tenant)

Please let us have your approval for the following move:

1. General Information

☐ We are Moving in.

☐ We are Moving out.

BLOCK ____ # ____ - ____ /SER

DATE OF MOVE : _____ TO _____

2. Details of Moving Company (To be completed by the moving company)

Please see page 2.

3. Indemnity for House Mover Activity.

I/We undertake to ensure that my/our Contractor will be held liable for the cost of:

- a) making good damage to common property,
- b) removal of debris left on common property.

I/We will undertake to provide full and total protection to the lift car panels and floor and lift lobbies with canvas paddings when transporting materials, etc.

I/We agree to abide by all terms and conditions as stated in the HOUSE RULES.

Yours faithfully

Name of Owner/Tenant*

Signature of Owner/Tenant*

*Please delete as applicable.

Tenants are required to show their tenancy agreement.

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Version: 23 Jun 2011

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Management Office: Blk. 77 (Ground Floor) Farrer Drive, Sommerville Park,
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Email: mcs0747@sgapnet.com.sg

HOUSE MOVER ACTIVITY PERMIT FOR BLOCK # / SER (TO BE COMPLETED BY MOVING COMPANY)

Particulars of Removal Company

Name of Company: _____

Address & Telephone Number: _____

Persons to Contact/ Contact No: _____
(in case of emergency)

List of Sub-Contractors
1. _____

2. _____

3. _____

4. _____

Estimated period of work from _____ to _____
(including Sundays and Public Holidays)

Name of Representative of Moving Company _____ Signature _____

Application is granted and approved subject to the following terms and conditions stated in the "Application for House Removal".

Signature of Approving Officer _____ Date _____

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Email: msc747@singnet.com.sg

HOUSE MOVER ACTIVITY CHEQUE DEPOSIT/REFUND FOR BLOCK # - / SER

CHEQUE DEPOSIT (TO BE PAID BY OWNER/TENANT/MOVER)

A deposit of S\$500.00 with the Management Corporation is required before the commencement of work. It may be used by the management office to reinstate any damage of common property or for the removal of debris. The deposit shall be refundable free of interest after the Management Corporation is satisfied that there are no damages caused to the common property.

Deposit Paid: \$500/ _____

Cheque No: _____

Note: Please collect your cheque deposit within 1 week after job completion from security post 2. Failing which, all old cheques not collected more than a week after job completion would be shredded.

REFUND OF HOUSE MOVER ACTIVITY DEPOSIT

Deposit Paid: \$500/ _____

Cheque No: _____

The house removal works for the above mentioned unit has been completed.

☐] There are no damages caused to the common property.
Please refund the full deposit.

☐] The following damages to the common property were noted:

Name/Signature/Date of Security Officer

Deduction S\$ _____
Balance of Refund S\$ _____

Signature (Received By) _____
Date

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Singapore 259282 Tel: 6469 2112 Fax: 6467 3663
Email: mcs747@mgmt.corp.sg

APPENDIX II

BY-LAWS REGULATING ISSUANCE OF PERMIT TO HOUSE MOVER ACTIVITY TERMS & CONDITIONS

1. PRIOR NOTICE

- 1.1 The applicant shall submit to the Management Corporation the prescribed application forms (1) to (4) 7 days prior to any house mover activity. In the event where residents do not apply for the permit, the Management Corporation shall deny them from using the lift.

2. WORKING HOURS

- 2.1 House mover activity can only be carried out within the following times:

Mondays to Fridays - 9.00 am to 5.00 pm
Saturdays - 9.00 am to 12.00 noon
(Sundays & Public Holidays not allowed)

- 2.2 The applicant shall obtain prior written approval from the Condominium Manager in the event of a need to carry out work beyond the hours specified in Clause 2.1 and provided the work does not affect the peaceful environment of other occupants.

3. DEPOSIT

- 3.2 The applicant shall pay a deposit of S\$500.00, which will be refunded, free from interest and subject to the compliance of all the conditions stated herein and to all claims by the Management for damages caused to the common properties. In the event of the deposit being insufficient to meet the Management's claim, the applicant and the company in which he is acting on its behalf, shall compensate and pay to the Management the difference between the said deposit and the amount so claimed by the Management. The said deposit shall be forfeited if any of the conditions stated herein are not complied with.

4. SECURITY

- 4.2 All workers of the applicant's company and that of its listed sub-contractors shall inform the security staff at the Guard House of their intention to enter the estate unit to carry out the work and to collect the contractors' passes.
- 4.3 The applicant shall be responsible for the good conduct and behaviour of all workers of his company and that of its listed sub-contractors while they are in the building.
- 4.4 No worker shall be allowed to loiter in any places other than the apartment unit concerned.
- 4.5 Any worker found misbehaving or refusing to comply with the security procedures will be removed from the condominium and barred from entry. No smoking is allowed in the lifts.
- 4.6 All workers shall display the contractors' passes at all times within the condominium compound.

5. LIFTS

- 5.1 Only one lift or a designated lift by the Management be used at each block.
- 5.2 The applicant shall ensure that adequate protection is given to the lift wall and flooring when conveying furniture and fittings to and from the apartment unit.
- 5.3 No heavy machinery is allowed in the lift.

6. CLEANLINESS

- 6.1 The applicant shall maintain the general cleanliness of the common area used by his workers and sub-contractors. He shall ensure the area, divided by his workers and that of his sub-contractors, be cleaned up immediately to the satisfaction of the management.
- 6.2 No debris is allowed to be placed in the common area, and/or placed in the bin centre. No debris, electrical wires, unwanted items, etc. should be thrown into the bin chute as this will cause blockage in the bin chutes. In connection with the by-law in the Land Titles (Strata) Act, the culprit caught would be reported to the Commissioner of Buildings, who would enforce the penalty as stated under Section 41 (15) of the Land Titles (Strata) Act. In connection with this, the culprit caught would be liable to pay an amount of S\$500.00 to the Management Corporation for clearing the blockage which would be carried out by representatives of the Management Corporation.
- 6.3 All debris must be removed from the estate upon completion of work.