



APPLICATION FOR BULK DELIVERY AND HOUSE REMOVAL

Particulars:

Owner/Tenant's Name:		
Block / Unit No.		
Contact No.	(Residential)	(Mobile)
Type of Moving	Moving In / Moving Out	
MOVER'S DETAILS		
Company:		
Address:		
Person – In – Charge:		
Contact No.	(Office)	(Mobile)
Duration	Start:	End:
Remarks:		

I confirm that I have read the Rules and Regulations governing Bulk Delivery And House Removal and enclose herewith a cheque of **\$2,000.00** as security deposit. I understand that this deposit will be refunded to me upon completion of work if no claim is made against me. An administration fee of \$20.00 shall be imposed on the use of lift padding.

** Original Receipt is required for refund. Please obtain a receipt from the Management office when payment is made.*

***By filling up and submitting this form, I consent to the collection of my personal data and its use by the Developer and its agents for the purpose of this application. The Developer and its agents are entitled to retain the information for audit purposes.*

****In submitting this application, I agree to abide by the house rules and by-laws regarding the use of common property in the estate.*

Signature of Owner/Tenant

Date: _____

Name & Signature of Contractor

NRIC No.: _____

Reference no.:

Company Stamp

Date: _____



FOR OFFICIAL USE – Bulk Delivery / House Removal

The bearer of this note is authorised to have access to Ripple Bay for carrying out moving works
at **Block No.** _____ **Unit No. #** _____

Date of Commencement: _____ Date of Expiry: _____

Name of Company: _____

Name of Contractor _____

Deposit Collected: \$2,000.00

Administration fee for use of lift padding: \$20.00

Other Amount: _____ (Others, please state : _____)

[] Online Banking Transfer

[] By Cashier's Order

[] By Cheque / Cheque No.: _____ / [] Cash _____

Receipt No.: _____

Date of Issue: _____

The Management of Ripple Bay

Name & Signature of Officer: _____

Date of Approval: _____



RULES AND REGULATIONS GOVERNING BULK DELIVERY AND HOUSE REMOVAL

1. Permission from the Management shall be obtained **at least 5 working days in advance** for any bulk delivery and house removal activity. In the event permission is not obtained, the Management shall deny entry to the Movers or Contractors for this purpose.
2. Bulk delivery and house removal activity shall be carried out during the following hours:

Mondays to Fridays	: 0900hrs - 1730hrs
Saturdays and Eves of Public Holidays	: 0900hrs - 1230hrs
Sundays and Public Holidays	: Strictly no moving activity is allowed
3. All deliveries and removal Contractors must report at the guardhouse to obtain a Contractor's pass prior to the work being carried out. The Management reserves the right to refuse entry of any unidentified personnel for this purpose.
4. Upon entry, the Contractor's pass must be worn by the Contractor or personnel at all times in the Estate.
5. All deliveries/ removals and workmen should use only designated lifts and staircases so as not to inconvenience Residents. Packing and crating materials must be promptly removed and disposed of by the Residents. Lifts should not be put on hold unnecessarily and for a period longer than 10 minutes at a time.
6. Tapping of water or electricity supply from the common areas to facilitate any delivery or removal activities is not allowed.
7. Residents shall be responsible for the conduct and behavior of their appointed contractors. Any damage 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 concerned.
8. Residents must ensure their appointed Contractors that adequate protection is given to the Common Property during any bulk delivery or house removal work.
9. Residents are required to place a **cheque deposit of \$2,000.00** (free of interest) with the Management before any bulk delivery or house removal work can be permitted. Cheque must be made payable to "MCST 4412". Deposit will be refunded free of interest upon a joint inspection conducted and subject to deductions by the Management for any costs incurred to remedy any damage caused to the Common Property by the Residents and/ or the Contractors.
10. An **administration fee of \$20.00** shall be imposed on the **use of lift padding**.
11. The height limit to gain entry into the car park via vehicular means is only **2.2 metres**.
12. The workers shall use the staircases if any furniture/ electrical appliance does not fit into the lift.
13. Residents shall ensure the contractor and his workers maintain the general cleanliness of the Common Areas. The Resident shall ensure that any Common Property soiled by the contractor and/ or his worker is immediately cleaned up to the satisfaction of the Management.
14. Unwanted materials and debris should not be left in the corridors, lift lobbies, fire escape staircase or any other common areas in the building. Otherwise, they will be removed and the cost will be charged to the applicant.
15. The Resident shall ensure that the Common Areas shall not be used as work areas or as storage sites.
16. The Resident shall ensure that all the contractors and their employees, agents and/ or sub-contractors park their vehicles in the spaces assigned by the Estate's security personnel. Loading and unloading activities shall be carried out only at the designated areas.



17. The Resident shall ensure that he and/ or the contractor notify the Management of any changes in the approved schedule or plan of works. In the event of any changes in the approved schedule or plan of works, approval in writing must be obtained from the Management by the Resident or the Contractor before the commencement or continuation of works.
18. No container is allowed to be parked in the Estate.
19. In the event that the Resident and/ or the Contractor fail(s) to adhere to the House Rules, the Management shall issue a warning letter to the Resident and/ or the Contractor.

If, despite the warning letter, the Resident concerned and/ or the Contractor fail(s) to adhere/ comply with the House Rules, the Management shall be entitled to exercise and pursue its rights and remedies against the infringing party or parties, including but not limited to the following:

- a. Cancelling the approval for bulky delivery or house removal activity.
- b. Requiring the Contractor and his employees, agents, workers and/or sub-contractors to leave the premises.
- c. Exercising its rights pursuant to any rules and regulations.

The warning letter shall be deemed to have been properly issued or served if it has been delivered by hand and/or by post to the Resident concerned or the Contractor named in the application.

In the event of a breach of any rules by the Resident or the Contractor, the Management shall be empowered to engage third party contractors to carry out the relevant works relating to the cleaning of the Common Areas and the removal of any materials and debris from the Estate and thereafter to recover from the Resident concerned and/ or the Contractor the costs incurred on an indemnity basis.