

The TENERIFFE

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2866
166 LAUREL WOOD AVENUE SINGAPORE 275866
Tel: 6463 4639 Fax: 6463 4818

HOUSE REMOVAL FORM (To be completed by Contractors/Owners)

Unit:	
Move In ()	Move Out ()
Date:	Time: a.m./p.m.

1.0 RESIDENT'S / OWNER'S PARTICULARS

Name:	ID/Passport No.:
Contact No: (Home) (Hp) (Office) (Fax)	

I/We shall be responsible for our contractor/s (particulars below) complying with the Rules & Regulations (Page 2 of this form).

2.0 CONTRACTOR'S PARTICULARS

Mover's Company:	Tel: Office: Hp:
Name of Supervisor:	I/C: Work Permit:
Address: Postal Code	Vehicle Type: Vehicle Regn:

Please report to Security at Guard House to gain entry to unit before moving / removing of any items.

3.0 FOR MANAGEMENT USE ONLY

For Management Use Only: Deposit Received \$ _____ Receipt No. _____ By: _____ Sign: _____ (staff) Approved by: _____ Sign: _____ Form submitted to Security on: _____	For Security Use Only: Received Form by: _____ Sign: _____ (Security) Check Entry of contractor By: _____ Time: _____ (Security)
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I, _____ owner / tenant of Unit _____ acknowledge receipt of \$300/- being deposit refunded on (date) _____ for House Mover.

Signature:	Date:
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RULES & REGULATIONS for House Mover / Remover / Bulky Delivery

- 1 House Mover / Removal should be carried out during the following hours:
Monday to Saturday (including eve of PH) 9.00 am to 6.00 pm
Sunday & Public Holiday(PH) NO MOVING OR REMOVING
- 2 Cheques are to be made payable to “**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2866**”.
- 3 All applications must reach the office **3 working days** before removing/moving.
- 4 All removals must be reported at the security guardhouse prior to the work being carried out. The Management reserves the right to refuse entry of any unknown personnel for purposes, which cannot be verified.
- 5 All contractors and their workmen must **report at the Guard House** to obtain identification pass and must wear the passes at all times. Loss and damage of cards are charged at \$50 per card.
- 6 A **Check-list is verified** by both the contractor or Resident and Security prior to the work being carried out.
- 7 Workmen carrying out removals should use only designated staircases so as not to inconvenience residents. Packing and crating materials must be disposed off and removed from the estate by the residents on the same day that they are brought in.
- 8 The Management reserves the right to **stop work immediately** if the workmen at any one time use the staircase that is not assigned to them OR does not comply to any of the rules.
- 9 The applicant is responsible for their contract workers behavior and responsibility to follow the Rules and Regulations. 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 concerned.
- 10 **A deposit of \$300/- is required.** It will be forfeited if the unwanted items are dumped in the common areas e.g. staircase, pathways etc. by you or your contractors. Otherwise, it will be returned after **1 week**.
- 11 Please note that height clearance for basement is **ONLY 2.1M** and trucks exceeding 20 foot will not be allowed to enter the estate.

**** I / We name below, have read the Rules and Regulations and shall be responsible for any damages to the common property. The cost/replacement shall be borne by us.**

Name of Applicant:	ID/Passport No:	Unit:
Signature:	Date:	

SECURITY & CONTRACTOR/RESIDENT CHECK-LIST

LOCATION	BEFORE	AFTER	LOCATION	BEFORE	AFTER
I. 1st Storey			III. Staircase:		
a. Pavement			A/B/C/D/E/F/G/H/J/K/L		
b. Planter Boxes Corners			a. Door / Handles / Wood Railings		
c. Floor, Drain Covers			b. Ceiling		
d. Others			c. Light		
II. Common Area			d. Walls / Flooring		
a. Staircase Door			IV. (Basement) Unit No:		
b. Walls, Corners, Skirting			a. Corridor / Walls / Skirting		
c. Flooring			b. Staircase / Door		
d. Dumping at Common Areas			c. Driveway / Car porch		
			e. Bin Compartment		

A. I/We _____ i/c no. _____ have checked through the checklist with Security: _____ **before commencing** work with the detailed comments/remarks.
Remarks: _____

Contractor's Signature:	Time:	Security's Signature:	Time:
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B. I/We _____ i/c no. _____ have checked through the checklist with Security: _____ **after work** is completed with the detailed comments/remarks.
Remarks: _____



Contractor's Signature:	Time:	Security's Signature:	Time:
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ADDITIONAL BULK DELIVERIES

Date	Time	Contractor	Items	Remarks

Unit: _____ **Laurel Wood Avenue**

Name: _____ **Signature:** _____

