

ELLIOT AT THE EAST COAST
MOVING IN / OUT

Resident's Particulars

Name : _____ Contact No : _____(home)

Blk / Unit : _____ (mobile)

Email : _____ (office)

Tenancy Period (if applicable): From _____ to _____

Appointed Mover's Particulars

Company : _____ Contact No : _____(office)

Person in charge : _____ (mobile)

Company Registration : _____ Email : _____

Detailed Description of Works:

Start Date : _____ End Date _____

Description of Works : --

In applying for approval, the Owner / Tenant and Contractor / Mover undertake to abide by and be subject to the following terms and conditions:

1. The Residents are required to give two weeks advance notice to the Management of the moving. If possible, the details of items to be moved and the name of the contractors (mover's company) involved should be given so as to maximise security and issue notices to the Residents.

2. The contractor must be accompanied by the nominated person-in-charge.
3. All moving in / out works may only be carried out during the following hours:

Mondays to Fridays	:	0900 hrs to 1700 hrs
Saturdays	:	0900 hrs to 1300 hrs
Sundays & Public Holidays	:	Strictly no work is allowed
4. All contractors or their authorised personnel must report to the Security Office each day before and after work.

Security Pass must be prominently displayed for identification purpose and contractors shall declare and report loss of any passes immediately.

An administration fee of S\$20.00 per pass shall be imposed for the replacement of the lost pass.
5. Where the Resident/Contractor requires the use of lifts for transportation during the moving in / out, he shall ensure that canvas padding are put in place in the lift.
6. Only the designated lift may be used for moving purposes.
7. The Resident/Contractors shall ensure that the moving in / out will not in any way cause any nuisance to any other Occupiers.
8. The Resident shall pay a deposit of S\$1,000.00. The cheque should be made in favour of the Management before permission is granted for works to commence.
9. The Management will refund the deposit of S\$1,000.00 free of interest after all the terms and conditions have been complied with such as all debris has been removed and no damage had been caused to the common property / etc.
10. In the event that the debris is not cleared or any of the common property is damaged, the Management reserves the right to remove such debris and effect all necessary repairs on the account of the owner / tenant. The cost of such removal or repairs shall be deducted from the deposit.
11. If the said deposit is insufficient to cover the full cost of the removal and repairs, the Management reserves the right to recover the full costs of the removal and repair from the Resident.

12. Contractor's vehicles must not obstruct other vehicles when parked in the car park for loading / unloading. Such vehicles are to move out from the Condominium immediately after the loading / unloading.
13. No heavy vehicles such as container are allowed to enter the Condominium.
14. Contractors must not obstruct movement or deposit furniture or other items in any place other than that designated by the Management.
15. Upon the completion of the works, the Resident shall inform the Management to conduct a joint inspection of the lift lobbies / common areas.

I, the undersigned confirm that I have read and fully understood the terms and conditions herein, and that I shall comply with the above terms and conditions.

Signature of Resident

Date

Signature of Person-in-charge &
Company Stamp (Mover's company)

Date

For Office Use Only

Deposit Cheque No: _____

Name of Approving Officer

Signature/Date