

APPLICATION FOR BULK DELIVERY / HOUSE MOVING / HOUSE REMOVAL*

Unit: #	<input type="text"/>	Move In	<input type="text"/>	Move Out	<input type="text"/>	Delivery
Date :		Time :		am/pm	(Mon – Fri from 9.00 am to 5.00pm; Sat from 9.00 am to 5:00pm excluding Public Holidays and Sundays)	

1.0 Resident's / Owner's Particulars

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

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:	Office:	HP:
Name of Supervisor	I/C:	Work Permit:
Address:	Vehicle Type:	Vehicle Reg:

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

3.0 For Official Use Only

<p><i>For Management Use Only:</i></p> <p>Deposit Received: S\$1,000.00 (Cheque/Receipt No. _____)</p> <p>Non-Refundable Fee of S\$20.00/lift/day for rental of lift padding : No. of days _____ Amt S\$ _____ (Cheque/Receipt No. _____)</p> <p>Approved By _____ Name & Signature of Staff-in-charge</p> <p>Form submitted to Security on: _____</p>	<p><i>For Security Use Only:</i></p> <p>Form Received by : _____ Name & Signature</p> <p>Check Entry of contractor</p> <p>Time: _____</p> <p>By: _____ Name & Signature</p>
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I, _____ owner / tenant of Unit _____ acknowledge receipt of \$1,000.00 being deposit refunded on (date) _____ for Bulk Delivery/House Moving*.

Signature

Date

By signing this form, I/we acknowledge and agree that prior to the formation of the Management, the Developer shall be responsible for collecting this form. Accordingly, the Developer's personal data policy published on its corporate website (<http://www.uol.com.sg/home>) applies to the collection, usage and disclosure of personal data relating to any individual whose details are set out herein. In particular: (a) personal data may be collected, used and disclosed by the Developer to its related corporations, their respective agents, contractors, subcontractors, employees and professional advisors (including without limitation bankers and insurers), the Management, courts, dispute resolution tribunals, stock exchanges, government authorities and/or to any other person in accordance with applicable laws or the Developer's personal data policy; and (b) such collection, usage and disclosure shall be for (i) performing/managing any contractual agreement with the unit owner; (ii) handover of duties to the Management; (iii) property management and security; (iv) to comply with laws, instructions, guidelines, rules and regulations of any applicable court, government/statutory authority, dispute resolution tribunal and/or stock exchange; and (v) audit requirements.

JOINT INDEMNITY FOR OWNER AND CONTRACTORS (FOR RENOVATION WORKS AND RELATED BULK DELIVERY AND HOUSE MOVING/REMOVAL)



Thomson Three

I/We solemnly & jointly declare that all the particulars given in my renovation works/bulk delivery/house moving/house removal* application are true and correct in every detail, and I/We have obtained approval of the relevant authorities as required by law to carry out my renovation works/bulk delivery/house moving/house removal*.

I have read, and will abide by, the Rules and Regulations governing the application for renovation works/bulk delivery/house moving/house removal* laid down by the Management and agree to pay the penalties as the Management may deem fit for infringement of the Rules or for any nuisance caused, in addition to paying for damages arising from the actions or negligence of my contractors, workmen, or agents.

I enclosed herewith a cheque of S\$1,000.00 (inclusive of GST) being the minor renovation/major renovation/house moving/house removal deposit. I understand that this deposit will be refunded to me without interest upon the completion of my renovation works provided always that the Management is entitled to deduct any amount in accordance with the Rules and Regulations contained in the Resident's Handbook.

I agree to pay a penalty of S\$50.00 (inclusive of GST) per day to the Management if my contractor fails to clear building materials or debris from any part of the common area. I shall also indemnify and keep the management indemnified against any claims, loss, injuries and damages whatsoever arising from the above activities.

I/We undertake to ensure that my/our renovations shall not in any way jeopardise the Certificate of Statutory Completion (CSC) approval for the whole development and if it does, I/we shall be fully responsible for the consequences.

*IMPORTANT NOTES

Before the commencement of renovation works/bulk delivery/house moving/house removal:

- Please submit a cheque of S\$1,000.00 (inclusive of GST) as a refundable deposit (payable to "The Management Corporation Strata Title Plan No.4497")
- The contractor is required to submit a copy of the Public Liability insurance policy for sum insured of S\$1million
- A renovation plan and work schedule (fitting-out-works) must be attached to the renovation application form, if applicable

Name of Applicant	:	_____	Name of Contractor	:	_____
NRIC	:	_____	NRIC	:	_____
Contact No.	:	_____	Contact No.	:	_____
Date	:	_____	Date	:	_____

FOR OFFICIAL USE

The bearer of this note is authorized to have access to Thomson Three for carrying out Renovation Works/Bulk Delivery/House-Moving* at: Block _____ Unit No. _____

Name of Company	:	_____	Date of Commencement	:	_____
Contact Person	:	_____	Date of Completion	:	_____

Deposit Collected: S\$1,000.00 (inclusive of GST) Cheque No.: _____

Issued By : _____
Name & Signature of Staff-in-Charge _____ Date _____

* To delete where appropriate

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Bulk Delivery and House Removal (Moving-in and Moving-out) Rules and Regulations

1. Approval from the Management shall be obtained seven (7) days in advance of any bulk delivery and house-moving activity. With no Management approval, the contractor shall be denied entry for the purpose.
2. Bulk delivery and house removal should be carried out during the following hours:

Mondays to Saturdays & Eve of PH	:	9.00am	-	5.00pm
Sundays and Public Holidays (PH)	:	Strictly no moving activity allowed		
3. All deliveries and removals must be reported at the security check-point prior to the work being carried out. Otherwise, the Management reserves the right to refuse entry of any unknown personnel for purpose which cannot be verified.
4. All contractors must report at the security check-point to obtain identification passes and must wear their passes at all times whilst in the development. Security has the right to question any person in the development found without an identification pass.
5. All deliveries/removals and workmen should use only designated areas so as not to inconvenience other residents. Packing and crating materials must be removed and disposed of by the occupants on the same day as they are being brought in. Lifts should not be held unnecessarily and not longer than ten (10) minutes at a time.
6. All contractors and delivery men shall clean up and clear any debris, sand, cement, soil, spillages, etc., along the route and areas, caused by them when delivery is being carried out
7. Unwanted materials, debris, etc. should not be left in the common areas in the development. Otherwise, they will be removed and costs shall be charged to the occupants concerned.
8. Resident must ensure that adequate measures are taken to protect the common property during any bulk delivery or house removal.
9. Resident shall be responsible for the conduct and behaviour of their appointed contractors. 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 concern.
10. All container vehicles (20 footers and beyond) are not allowed in the development.
11. All delivery vehicles shall adhere to the height limit of the multi storey carpark of 2.1metres; any delivery vehicles higher than the height limit of the multi storey carpark will be directed to stop and unload at the drop-off point by the Management and/or Security at the Guard House.
12. Residents are required to place a refundable deposit of **S\$1000.00 (inclusive of GST)** payable to "The Management Corporation Strata Title Plan No.4497" with the Management before any bulk delivery or house removal work can be permitted.
13. The deposit of S\$1000.00 (inclusive of GST) shall be refunded free of interest subject to any deductions by the Management for any costs incurred for the disposal of unwanted materials, debris, etc, and/or to remedy any damages caused to the common property by the residents or their movers.

REFUND OF DEPOSIT
(To Be Filled By the Management)

Date : _____

To : THOMSON THREE
45 Bright Hill Drive
#B1-22 Management Office
Singapore 573895

Dear Sirs / Madam

REFUND OF RENOVATION/HOUSE REMOVAL DEPOSIT

Date of Completion : _____

Date of Joint Inspection : _____

Attended By : _____

Remarks : _____

Acknowledged By:

Attended By:

Name of Applicant
(Owner of Unit)

Name of Property Officer

Signature of Applicant
(Owner of Unit)

Signature of Property Officer

Date of Refund : _____

(Cheque No: _____)

Received By : _____
Name & Signature

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