

DATE: _____ TIME: _____

MOVING IN / OUT

Particulars of Owner / Resident

Name* : _____ Owner / Tenant
 Blk & Unit No. : _____
 Contact Nos. : _____ (Residence) _____ (Handphone)

**If the owner is a company, application must accompany a letter of authorisation, and application form must be signed by the authorised person with the company stamp.*

Particulars of Contractor

(if more than one mover is engaged, please use separate form.)

Company Name : _____
 Company Address : _____
 Co. Registration No. : _____
 Contact Nos. : _____ (Office) _____ (Mobile)
 Vehicle Reg. No. : _____ Vehicle Type : _____

Schedule of Bulk Delivery/ House Removal

Type of Works : Bulk Delivery/ House Removal/ Others* [Please Specify]: _____
 Date : _____ : Start Time : _____ End Time : _____

Acknowledgement

- We, the Owner / Resident and Mover, as named above, herein confirm that we have read and will fully abide by the rules & regulations governing the Moving In / Out of The La Fiesta, which are reproduced overleaf, and we will be fully liable and will indemnify the Management for any damages that may arise in the course of the moving in / out or for the breach of any such rules & regulations.
- The time slot given at point of registration **must be adhered** so as not to affect the delivery time of another resident

 Date & Signature of Owner/ Resident
 Stamp

 Date, Authorised Signature of Contractor & Company

RULES & REGULATIONS

HOUSE MOVING & BULK DELIVERY

1. Prior Notice

The Resident shall give **seven (7)** working days' notice prior to any house moving; submit the prescribed application form to the Management.

2. Permitted Hours

House Moving can only be carried out within the following times: -

Mondays to Fridays	-	9:00am to 5:00pm
Saturdays	-	9:00am to 1:00pm
Sundays / Public Holidays	-	Not Allowed

Resident shall obtain written consent from the Management in the event of a need to carry out the house moving beyond the specified hours in the above clause 2(a) and provided that the works do not affect the quiet enjoyment of the other Residents.

Resident shall paste the Permit granted by the Management outside their Unit on the day they are to carry out their moving works.

3. Security

Before entering the Development to carry out the moving works, all workers of the movers appointed by the Resident shall register with the security personnel at the guard house, indicating the Unit which they are to carry out the moving works and to exchange their identity card, work permit or any other identification documents for a contractor pass. Upon entering the Development, all workers of the Appointed Contractor are to wear and display their contractor passes at all time.

Resident shall be responsible for the conduct and behaviour of his movers and its workers while

in the Development. The workers of the movers shall not loiter around the Common Property.

Worker found misbehaving or refusing to comply with the security procedures shall be evicted from the Development and barred from future entry.

4. Lift

Resident shall ensure that adequate protection is given to the lift walls, floor and fittings (including the provision of appropriate protection at his own expenses) when using the lift for carrying out the works.

DATE: _____ TIME: _____

No overloading of lift is allowed. Subsidiary Proprietor / Resident are allowed to use the Passenger Lift only and the maximum allowable weight is 1,020 kg (15 persons) and the maximum allowable door height is 2.1 m.

5. Cleanliness

The Resident shall ensure that his movers and their workers are to maintain the general cleanliness of the Common Property at all times. Any area dirtied shall be cleaned up immediately to the satisfaction of the Management.

No debris is to be disposed on the Common Property. All debris must be removed from the Development upon completion of works at the end of each day.

6. Refundable Deposit

When submitting the application for house moving, the Resident shall pay a refundable deposit of **S\$1,000.00** to the Management make payable to "MCST 4463" refunded, free-of-interest to the Resident subject to compliance with the conditions stated herein, and to all claims due to damage to the Common Property arising out of or in the course of the execution of the works. In the event of the deposit being insufficient to meet the Management's claim, the Resident and the company in which he is acting on, shall compensate and pay 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.

The Resident is to contact the Managing Agent for the release of the cheque deposit upon the completion of the house moving period.

7. Movers' Vehicle Size

No vehicle exceeding the maximum height of 2.2 m is allowed to enter the Development

8. Others

Resident is to ensure that their furniture, furnishings and other ornaments items are accessible to the lifts and staircases prior to moving in / out of the Development. The Management will not be held responsible for such items which are unable to be shifted in / out or left unattended on the common areas.

By signing this application form, I/We expressively give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

DATE: _____ TIME: _____

BEFORE WORK COMMENCED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles, Driveway
- Others, if any: _____

Name & Signature of Inspector: _____

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance of Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Others, if any: _____ Signature of Inspector: _____
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

Blk & Unit No: _____

Date of Inspection: _____

Time of Inspection: _____

Management Office 68 Sengkang Square Rd #B1-42 Singapore 544704 Tel: (65) 6385 3912
Email: lafiestamgt@gmail.com

Managing Agent Wisely 98 Pte Ltd
2 Kallang Ave, #07-32 CT Hub, Singapore 339407 Tel: (65) 6291 5355 Fax: (65) 6291 5655
Website: www.wisely98.com

DATE: _____ TIME: _____

DURING PROGRESS OF BULK DELIVERY/MOVING IN/MOVING OUT

Date of Inspection: _____ Time of Inspection: _____

- Whether any beam or column being altered or damaged? If yes, specify: _____
- Window grilles and frames to be in a colour complying with the bylaw
- Condensers sited at kitchen wall
- Refuse Hopper not to be altered or removed
- Bathroom & wet area water proofed
- Floor water proofed (if marble finishes are used)
- Floor finishing level not more than 50mm from the structural level
- Window air-con opening sealed with approved material and whether exterior wall water proofed and reinstated to match existing exterior surfaces
- Any trucking, cable or unauthorised item installed outside the unit (be it on external wall or lift lobby)
- Whether any container for renovation debris left on common area (should be removed unless approval granted)
- Others, if any: _____
- Proper protection to be present, such as hogging, floor protection (plywoods or cardboard), barrication etc

Name & Signature of Inspector: _____

Others if Any:

Approved for Refund: [YES] [NO]

Name & Signature of Inspector: (Circle where applicable)

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AFTER WORK COMPLETED

EXTERNAL OF BUILDING

- Car park and Car park Shelter
- Canopy, Floor tiles & Driveway
- Reinstatement to damages (if any) completed

INTERNAL OF BUILDING

- Ground Floor Exterior of Lift Car
- Interior of Lift Car & Entrance Lift Lobby
- Respective Floor -Exterior of Lift Car & Respective Floor Lobby
- Reinstatement to damages (if any) completed

INTERNAL OF UNIT

S/N	Description/Checklist	Yes	No	Remark
1	Any painting/tiles on exterior walls, If yes, Please specify			
2	Main door/Service door any alteration, If yes, Please specify			
3	Any unauthorized hacking or drilling of structural walls, If yes, Please specify			
4	Any unapproved window grille design installed, If yes, Please specify			
5	Any unapproved window film installation, If yes, Please specify			
6	Any hanging or colored lights in balcony, If yes, Please specify			
7	Any removal of toilet bowl or flooring in toilet, If yes, Please specify			
8	Any unapproved door grille installation, If yes, Please specify			
9	Any installation of shoe rack in common corridor, If yes, Please specify			
10	Any change of position in Intercom unit/air-con units, If yes, Please specify			
11	Any loft installation, If yes, Please specify			
12	Any trucking of cable or unauthorized items installed outside the unit, If yes, please specify			

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