

APPLICATION FOR HOUSE MOVERS
(to be completed by owner / occupier)

I APPLICANT'S PARTICULARS				
Name of Resident				
Address				
Contact No.	Home		Office	
	Pager		Handphone	
Facsimile (if any)				
II SHIFTING WORKS				
Date of Shifting				
Type of Shifting	Moving In		Moving Out	
III PARTICULARS OF CONTRACTOR				
Mover Company				
Address				
Contact No.				
Fax No.				
Person-in-charge				
IV TERMS OF AGREEMENT				
<p>1. Bulk deliveries and house removal should be carried out during the following hours: Monday – Saturday : 9.00am – 6.00pm Sunday & Public Holidays : 10.00am – 5.00pm</p> <p>2. All deliveries and removal must be reported at the security guardhouse prior to the commencement of work. The Management reserves the right to refuse entry of any unknown personnel for purposes that cannot be verified.</p> <p>3. All contractors and their workmen must report at the security guardhouse to change for contractor's pass. The contractor's pass must be worn at all times within Glendale Park.</p> <p>4. Workmen carrying out deliveries/removals should only use the lift with protection cover and staircase, designated by The Management.</p> <p>5. Packing materials and carton boxes must be disposed off and removed from GLENDALE PARK on the same day that they are brought in</p> <p>6. Vehicles/Lorries/Trucks above class 3 will not be permitted to enter the estate as the internal road is not able to withstand the weight and may cause damage to the tarmac. Vehicles larger than 14 feet will not be allowed entry into the estate, for safety reasons.</p>				
V UNDERTAKING BY CONTRACTOR				
<p>I/We confirm that I/We read and understand the Term of Agreement governing the house movers in GLENDALE PARK.</p>				
_____		_____		
Signature of Contractor		Company Chop		
_____		_____		
Name & NRIC No.		Designation		

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VI	UNDERTAKING BY OWNER/OCCUPIER
<p>*I/We hereby agree and undertake to ensure that the contractor abide by all Term of Agreement.</p> <p>I/We shall be responsible for any scratches/damages to the common property (lift, wall, lobby door) caused by myself and/or by my workers. The cost of repair shall be borne by us.</p>	
<p align="center">_____ Signature of *Owner/Occupier</p> <p align="center">_____ Date</p> <p>(* Please delete where applicable)</p> <p>Please return the application to The Management Office at 25B Hillview Avenue Singapore 669618 or Facsimile to 6269-4897 together with a refundable deposit of S\$500.00 payable to MGT CORPN S T PLAN NO.2549- Management Fund A/C.</p> <p>Only Application approved by The Management are allowed to carry out work within GLENDALE PARK. Please bring along the approved application on the date of shifting.</p>	
VII	COMMON PROPERTY VERIFICATION
A	CONDITION OF THE LIFT, WALL, LOBBY DOOR BEFORE MOVING :-
	VERIFIED BY OWNER :
	VERIFIED BY SECURITY OFFICER:
B	CONDITION OF THE LIFT, WALL, LOBBY DOOR AFTER MOVING :-
	VERIFIED BY OWNER :
	VERIFIED BY SECURITY OFFICER:
C	REFUND OF DEPOSIT : - YES NO
	APPROVED BY :-
VIII	FOR OFFICIAL USE ONLY
For Management Staff	
Date received	: _____ Deposit Cheque No. _____
Approved by (name)	: _____ Signature : _____
For Security	
Date received	: _____
Name	: _____ Signature : _____