

**SANCTUARY GREEN CONDOMINIUM**  
**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2916**  
189 TANJONG RHU ROAD, #01-02 SINGAPORE 436926 TEL: 6241 4818 FAX: 6241 8082

**APPLICATION FOR MOVING IN / OUT PERMIT**

Name of Resident : \_\_\_\_\_ Block/ Unit No.: \_\_\_\_\_

Contact No. : \_\_\_\_\_ Email Address: \_\_\_\_\_

**Details of House Removal:-**

Moving In  Moving Out

Date of Moving: From \_\_\_\_\_ to \_\_\_\_\_ Time : \_\_\_\_\_

[ ] Personal Belongings Details: \_\_\_\_\_  
(Only handheld luggage)

[ ] Furniture & Fixtures Details: \_\_\_\_\_

**Details of Mover:-**

Name of Mover's Company : \_\_\_\_\_

Nominated Person-In-Charge: \_\_\_\_\_

Business Registration No. : \_\_\_\_\_

Contact Numbers : \_\_\_\_\_(Office) \_\_\_\_\_(HP)

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

1. The Subsidiary Proprietor or Subsidiary Proprietor's Tenant are required to give two weeks advance notice to the Management of the removal. If possible, the details of items to be moved and the name of the contractor (mover's company) involved should be given so as to maximize security and protect the occupants.
2. The Contractor must be accompanied by the nominated person-in-charge.
3. Moving in/out of SANCTUARY GREEN is strictly prohibited outside the hours of 9.00 am to 5.00 pm on Monday – Friday and 9.00 am to 1.00 pm on Saturdays, Sundays and Public Holidays.
4. Where the owner or tenant requires the use of lifts for transportation, he shall ensure that canvas sheets are put in place in the lift.
5. On the designated lift per block may be used for removal purposes.
6. The owner or tenant shall ensure that the works to be carried out will not in any cause any nuisance to any other Occupiers.
7. The owner or tenant shall pay a deposit (by cheque) of S\$1,000.00. The cheque should be made in favour of "The Management Corporation Strata Title Plan No. 2916" or "MCST 2916" before permission is granted for works to commence.
8. The Management will refund the deposit of S\$1,000.00 free of interest after all the terms and conditions have been complied with e.g. all debris has been removed and no damage had been caused to the common property/ etc.

9. In the event that the debris is not cleared quickly 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.
10. 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 owner/ tenant.
11. Mover's vehicles must not obstruct other vehicles when parked at the car park. Such vehicles are not to be parked within the Condominium during the night.
12. No containers or removal vehicles are allowed to park at the car park during holidays or festive seasons.
13. Movers must not obstruct movement or deposit furniture or other items in any place other than that designated by the Management.
14. Upon the completion of the works, the owner/tenant shall inform the Management, its agent or servant. A joint inspection of the lift lobbies / common areas will be carried out.

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 Applicant : \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Your application for \*Moving In / Moving Out has been **\*approved / not approved** by the Management.

Deposit Paid : S\$1,000.00 CASH / Cheque No.: \_\_\_\_\_

Official Receipt No. : \_\_\_\_\_ Date of Issue : \_\_\_\_\_

Approved By : \_\_\_\_\_  
(Name and Signature of Approving Office)

*Note: Cheque should be made payable to "MCST 2916"*  
*\* Please delete as appropriate*

**REFUND OF DEPOSIT**

I, \_\_\_\_\_ NRIC/ Passport No. \_\_\_\_\_  
confirmed that I have received:-

[ ] the cheque no. \_\_\_\_\_ for the amount S\$1,000.00 being the full deposit refunded for the House Removal Deposit from the Management Office.

[ ] the cheque no. \_\_\_\_\_ for the amount S\$\_\_\_\_\_ being the balance of deposit refunded for the House Removal Deposit after deducting the cost for repair to the damaged common area.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date