

# THE SOVEREIGN

S I N G A P O R E

Form B1

## THE SOVEREIGN

### APPLICATION FOR HOUSE MOVING ( IN / OUT ) *Please circle*

We, \_\_\_\_\_ the house movers for Unit # \_\_\_\_\_ of The Sovereign, hereby apply for approval to carry out loading / unloading works for the above stated apartment.

We enclosed herewith Cheque No. \_\_\_\_\_ for the sum of **\$1,000.00** being the deposit, payable to “**Mgt. Corpn. Strata Title Plan No. 1941**”, to be refunded at no interest after all the conditions herein are complied with, for the said works.

We undertake to be responsible for the followings: -

1. For any damages, omissions, negligence, misconduct, safety measures, etc. of our workers to any part of the building including the lifts, lobbies, staircases and all other common areas and other apartments (hereinafter called “the said areas”).
2. For ensuring that our workers do not dump any debris in any part of the common areas including the rubbish chutes and “the said areas”.
3. For the cost of removing any debris and cleaning up of the “the said areas” in the event our workers fail to do so.
4. For ensuring that our workers do not create nuisance and/or disturbances in the estate.
5. In the event that the deposit of **S\$1,000.00** is insufficient to cover the **cost of making good the damages** caused to the “the said areas” or cleaning any debris left on “the said areas”, we shall indemnify the Corporation against any cost incurred by the Corporation in making good such damages and clearing the debris.
6. In the event of any injury suffered or accident caused to any of our workers and/ or agents, while carrying out our works within the common areas or the apartments, we will not hold the Corporation liable and shall indemnify the Corporation of the same.
7. For ensuring that the work shall be carried out from **9.00 a.m. to 5.00 p.m.** from Mondays to Fridays and on Saturdays from **9.00 a.m. to 1.00 p.m.** No works shall be carried out in Sundays and Public Holidays without the prior written approval of the Corporation.
8. We agree that the Corporation has the authority to stop and prevent us from proceeding with the loading/unloading works if any of the above undertakings are breached and we shall further indemnify the Corporation against any litigation that we face as a result of this.
9. We understand that we shall not commence works of any nature unless written approval is obtained from the Corporation.

**Personal Data Protection ACT (PDPA) Compliance.** By providing the information contained in this form, you agree and consent to Management and its authorized representatives and /or Managing Agent collecting, using and sharing the information within the context of this application.

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10. We confirm that we have checked the items listed in the checklist attached and have found everything to be in good order and will be responsible for any defects found during or after the completion date of the house removal.
11. We confirm that our workers will not use the passenger lifts for any reason whatsoever.

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## APPLICATION FOR HOUSE MOVING – OWNERS’/TENANTS’ PARTICULARS

Owners’ Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Tenants Name : \_\_\_\_\_

Contact No. : \_\_\_\_\_

### For Official Use Only

Cheque Number (Received) :	_____	Returned by :	_____
Received By :	_____	Date returned :	_____
Date received :	_____	Received by (Resident/Helper) :	_____
Remark (if any) :	_____		

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S I N G A P O R E

Form B2/4

## APPLICATION FOR HOUSE MOVING - CHECKLIST

Description	Condition Before House Moving	Condition After House Moving
Service/ Cargo Lift interior		
Service/ Cargo Lift Exterior		
Service/ Cargo Lift Lobby		
Corridor (from service/cargo lift lobby to apartment including floor, walls and ceiling)		
Surrounding (areas from loading/ unloading area to basement service/ cargo lift lobby)		
Others		

**Verified By :** \_\_\_\_\_ **Name / Signature of Contractor:** \_\_\_\_\_  
**Date :** \_\_\_\_\_ **Date :** \_\_\_\_\_

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# THE SOVEREIGN

S I N G A P O R E

Form B3/4

## APPLICATION FOR HOUSE MOVING – CONTRACTORS’ MOVING COMPANY PARTICULARS

**Company** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
\_\_\_\_\_  
**Contact Person** : \_\_\_\_\_  
**Contact No.** : \_\_\_\_\_  
**Duration** : From \_\_\_\_\_ To \_\_\_\_\_  
**No. of Workers** : \_\_\_\_\_

### Workers’ Particulars

Name	NRIC No.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Please NOTE: Upon completion, please call the Management office at 6440 7185 or 6440 5647 or Security at 6440 1548 for a joint inspection, so that the deposit cheque can be released.**

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# THE SOVEREIGN

S I N G A P O R E

Form B4/4

**APPLICATION FOR HOUSE MOVING  
THE SOVEREIGN**

**LETTER OF ENTRY**

**FOR HOUSE MOVING**

**APARTMENT:** \_\_\_\_\_

This is to certify that the house mover of the above unit has applied to the Management Corporation to carry out house moving works.

House moving deposit of **\$1000.00** (Cheque No: \_\_\_\_\_) has been paid.

The house mover M/s \_\_\_\_\_ are allowed to enter the estate for the above unit from \_\_\_\_\_ to \_\_\_\_\_.

Yours faithfully,

For and on behalf of MCST 1941

**Notes:**

1. This Letter of Entry is to allow the above house movers to enter the estate.
2. The house movers have to show his Letter of Entry to the security guard at the guardhouse.
3. The house movers together with their workers should obtain entry passes which should be worn at all times within the vicinity of The Sovereign, failing which the security personnel or management staff shall have the right to stop their activities and further entries into The Sovereign.

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