



**THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2286**  
 Management Office: 38 Dover Rise #01-01 Singapore 138684 Tel: 6874 5410 Fax: 6775 8589  
 Email: [condomanager@dover.com.sg](mailto:condomanager@dover.com.sg) Website: [www.dover.com.sg](http://www.dover.com.sg)

## HOUSE MOVING & BULKY DELIVERY FORM

BLOCK:	UNIT:
<input type="checkbox"/> MOVE IN <input type="checkbox"/> MOVE OUT <input type="checkbox"/> DELIVERY	
DATE:	TIME:                      AM/PM

<b>1</b>	<b>RESIDENT'S PARTICULARS</b>
NAME: _____ NRIC/PASSPORT NO.: _____	
CONTACT NO.: (H) _____ (HP) _____ (O) _____	
* I/We shall be responsible for our contractor/s (particulars below) complying with the Rules & Regulations.	
Signature:..... Date: .....	
"By signing this application form you expressly give consent to the management collecting, using & disclosing personal data provided in the form for the purpose of estate management and future communication related to this estate."	

<b>2</b>	<b>MOVER'S PARTICULARS</b>
COMPANY NAME: _____ SUPERVISOR NAME: _____	
CONTACT NO: (H) _____ (HP) _____ (O) _____	
VEHICLE TYPE: _____ *Vehicle must not more than 15 feet	
# Please report to Security at the Guard House to collect the lift padding before commencing of work.	

<b>3</b>	<b>FOR OFFICIAL USE ONLY</b>
DEPOSIT BY: CASH / CHEQUE NO. _____ RECEIPT NO.: _____	
APPROVED BY: _____ SIGN: _____ DATE: _____	

<b>4</b>	<b>REFUND OF DEPOSIT</b>
NAME: _____ SIGN: _____ DATE: _____	
AMOUNT DEDUCTION: _____ * Please state reason for deduction.	
REASON: _____	



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### RULES & REGULATIONS FOR HOUSE MOVING / BULKY DELIVERY

1. Bulk deliveries and house removal should be carried out during the following hours:  
**MONDAY – SATURDAY : 9.00AM – 6.00PM**  
**SUNDAY & PUBLIC HOLIDAY : 10.00AM – 5.00PM**
2. All applications must reach the office **2 working days** before the schedule date.
3. All moving/delivery must report at Guard House before carrying out the work. The Management reserves the right to refuse entry of any unknown personnel for purposes which cannot be verified.
4. All contractors and their workmen must **report at Guard House** to obtain identification cards, and must wear the cards at all times when in the estate.
5. A **Check List is verified** by both the contractor or Resident and Security before carrying out the work.
6. Workmen carrying out moving/delivery must **load/unload only at designated area** and use the lift designated with a **PROTECTION COVER**, and staircases designated by The Management, so as not to inconvenience Residents.
7. The Management reserves the right to **stop the work immediately** if the workmen at any one time use the lift that is not assigned to them or has no protection cover.
8. The applicant is responsible for their contract workers behavior and responsibility to follow the rules and regulations.
9. Packing and crating materials must be **disposed off** and **removed** from the estate by the Residents on the same day that they are brought in.
10. A refundable deposit of **\$100.00** made payable to 'MCST 2286' is required. It will be forfeited **plus a surcharge of \$500.00** if the unwanted items are dumped in the common areas e.g. staircase, pathways, lobbies, bin centres, etc., by you or your contractors. Otherwise it will be returned after 3 days. All cash/cheque will be banked in if not collected within a week. After which refund can be collected after 4 weeks.
11. Only Vehicles which is not more than 15 feet are able to enter the estate

Proudly Managed by:

**Smart Property Management (Singapore) Pte Ltd.**

38C Jalan Pemimpin, #03-01, Singapore 577180.

t: (65) 6223 0169 | f: (65) 6223 0977

e: [contact.us@smartproperty.sg](mailto:contact.us@smartproperty.sg) | w: [www.smartproperty.sg](http://www.smartproperty.sg)

