



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 Website: www.dover.com.sg

APPLICATION FOR RESIDENT CARD

Name (as in NRIC / Passport):

NRIC / Passport No.: Tower: Unit No.:

Contact No.: (Home)(Office)(Mobile)

Tenancy Period (if any): From (DD/MM/YY) To (DD/MM/YY)

Name of Housing Agent: Contact No.:

SUBMISSION REQUIREMENT (Tick when submitted if applicable):

- a) Two (2) recent passport size colour photographs
- b) A photocopy of any legal document to prove ownership or tenancy of the relevant premises
- c) For company-owned properties or company-tenanted premises, a letter of authorization is required. The letter must bear the registered company's name and state the names of its employees who will be living in the premises. The duration of stay must also be indicated
- d) Photocopy of Identification Documents with address, i.e. For Singapore Citizen & Permanent Resident - NRIC. For Foreigner - Passport & Student Pass/ Employment Pass/ Work Permit.
- e) To replace a lost Resident Card, a letter declaring the loss of the card is required
- f) Stamp duty

THE FOLLOWING TERMS & CONDITIONS OF APPLICATION APPLY:

- a) To be eligible for the issuance of a Resident Card, the applicant must be residing in Dover Parkview and his/her NRIC/Identification Card must bear the Dover Parkview address
- b) Ownership or Tenant must apply Resident Card at Management Office within the 7 days from the 1st day he/she moved in
- c) Resident Cards will be issued to residents aged 7 years and above only
- d) A non-refundable fee of \$5.00 per card is applicable for Resident Card and Temporary Card
- e) A refundable deposit of \$50.00 is applicable for Tenants and Guests (**refundable only when the original official receipt and all the cards are surrendered to Management**). **The deposit will not be refunded for lost, non-surrendered cards, the tenancy less than 6 months or the tenancy has been terminated within 6 months**
- f) *A non-refundable fee of \$5.00 per card is applicable for a renewal and replacement of lost card. For Tenant and Guest, an additional refundable deposit of \$50.00 is applicable for replacement of lost card*
- g) When the owners leased out/ sell his/her apartment, he/she must surrendered all the Resident and/or Temporary cards, to Management prior to new owner application of Resident Card
- h) Upon termination of the tenancy, tenants are required to surrender their Resident/Temporary Cards to the Management prior to new tenant application of Resident Card. It is the responsibility of the owner to ensure that their tenants comply with this requirement
- i) Temporary Cards will be issued to resident's guests (a person(s) who stay(s) for more than 7 days but less than 6 months). Such cards are for entering into the condominium and for identification purpose, **BUT DO NOT PERMIT** the holders to book the recreational and communal facilities. They should be surrendered to the Management upon the expiry of the card(s)
- j) Only a valid Resident Card will entitle the resident to the use and booking of condominium facilities. Owners who have tenanted out his/her unit(s) will not be entitled to use the condominium facilities as their rights are deemed to have been transferred to their tenants

Proudly Managed by:

Smart Property Management (Singapore) Pte Ltd.

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

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I/ We confirm that I/ We have read and understand the terms and conditions for this application. I also confirm that all the particulars given by me are correct. I/ We understand that the Resident/Temporary cards remain the property of the Management and shall be surrendered on demand.

I/ We hereby consent to the collection of my/ our personal data and its use by the Management and its agents for the purpose of this security audit

The Management Corporation Strata Title Plan No 2286 is entitled to retain the information for safety and security audit purposes.

Signature of Applicant:

Date:

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For official use only:

No. of cards applied : Card Serial No.:

Administrative charge: * Receipt No. :

**@\$5.00 per card and/or \$50.00 refundable deposit for Tenants/Guests. Payment only by cash or cheque made payable to MCST 2286.*

Issued By : Date :

COLLECTION

I hereby acknowledged receipt of no(s) of the above card(s) applied for. I confirm that all particulars printed are correct.

Name:

Signature:

Date:

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TOWER: **UNIT:**

1.

Name in BLOCK letters

Please delete if not applicable: OWNER / TENANT / GUEST

For official use only:

Card Serial No.: Tenancy Period: -

2.

Name in BLOCK letters

Please delete if not applicable: OWNER / TENANT / GUEST

For official use only:

Card Serial No.: Tenancy Period: -

3.

Name in BLOCK letters

Please delete if not applicable: OWNER / TENANT / GUEST

For official use only:

Card Serial No.: Tenancy Period: -

4.

Name in BLOCK letters

Please delete if not applicable: OWNER / TENANT / GUEST

For official use only:

Card Serial No.: Tenancy Period: -