



REGENTVILLE MCST PLAN NO.2507 (RV003)

Mover's Registration Form (To be completed by Moving Company/Owner)

Date / Time of Moving: _____ Moving **IN / OUT**

(I) Particulars of Resident		
Name:		
Tower / Unit No.	Tower	/ #
Contact No.		
(II) Particular of Mover		
Company Name:		
Address / Postal Code:		
Contact No(s):		
Vehicle No. / Type:		
(III) Particulars of Workers		
	Person – In – Charge	NRIC / Work Permit No.
1.		
2.		
3.		
4.		
5.		
(IV) Undertaking by Mover		
I / We shall abide by all the rules and conditions pertaining to the said application.		
_____ Signature of Mover / Company Stamp Name: _____ NRIC No: _____ Date: _____		
(V) For Management Use Only		
<input type="checkbox"/> Deposit of \$1, 000.00 Bank / Cheque No.: _____		

*** Deposit of S\$1,000.00 is payable to **MCST NO. 2507**

*** A copy of the workmen's compensation must be forwarded to the Management Office prior to commencement of work.



Terms and Conditions apply for RV003

1. You are responsible for the protection of the whole interior of the lift car including the flooring during the work period.
2. You are to ensure that adequate measures are taken to protect the common property during delivery or removal of materials by your contractors. **A doormat / ground sheet must be provided by the contractor at the door entrance of the apartment and / or at the ground floor lift lobby. Ground sheet must be laid all the way from the owner unit to the lift lobby and at ground floor lift lobby to the entrance of the building. The common property affected during delivery or removal of material must be left in a clean and tidy condition upon completion of work each day.**
3. You will be held responsible for any damages caused to the interior of lifts and common area arising from your workers' negligence. **(Lift padding is chargeable at S\$20.00 subject to prevailing GST.) This have to be paid in cash.**
4. **You have the responsibility of ensuring the cleanliness of the common area at all times and that all refuse disposals (such as food wrappers, cigarette butts, unused materials, etc.) including unwanted items to be disposed of appropriately. Unwanted items are not allowed to throw in the bin centre. You need to arrange your own disposal to clear.**
5. Bulking deliveries and house removal should be carried out during the following hours:
MONDAY – FRIDAY: 09.00am to 06.00pm
SATURDAY & SUNDAY: 10.00am to 02.00pm
PUBLIC HOLIDAYS – STRICTLY NO DELIVERY AND REMOVAL ALLOWED.
6. A refundable deposit for **S\$1,000.00** shall be made payable to MCST NO. 2507. Deposit shall not accrue interest.
7. In event of damage to common property, amount of damage payable shall be deducted from refundable deposit and any amount above **S\$1,000.00** shall be **payable by movers to MCST 2507.**

Acknowledged by Movers / Company Stamp

Name: _____

NRIC No.: _____

Date: _____