

**THE MANAGEMENT CORPORATION STRATA TITLE NO. 3611
Mgmt Office Urban Lofts, 89 Rangoon Rd, Singapore 218374**

Application for House Moving

Unit #:

Name:

Phone:

Type Move In or Move out

Date Moving:

- 1) This is a editable pdf. Please type in details and save pdf. MCST must be notified 2 working days before the actual move. Please email this form to MCST early.
- 2) A deposit of \$500, cheque payable to mcst 3611 is required.
- 3) Moving times. Mon – Fri, 8am to 3pm. Saturday, 8am to 11am
- 4) Moving company must ensure that move is quiet and not bother other residents.
- 5) Any damage to the common property and the person named above must make good repairs. MCST may use this deposit to offset any damages caused.
- 6) MCST will take pictures of the areas before and after move. It is advisable the applicant do likewise. Please protect the lift you are using.

Instructions to follow on moving day;

- a) write cheque payable to mcst 3611 and give to onsite supervisor Sharon 9185-2316.
- b) supervisor will take pictures of lift applicant is going to use and the surrounding areas. Please ensure that our lifts are protected.

Once supervisor is satisfied that there are no damages, the cheque will be returned to the applicant. If there is suspected damage, the cheque may not be returned until we can assess the damages.

Type your name above. You agree that by typing your name, it is your signature. You agree to all the terms stated above.

MCST3611
urbanloft3611@gmail.com
6354-2758