

**MANAGEMENT CORPORATION STRATA TITLE PLAN 2345
REQUEST FOR REFUND OF DEPOSIT**

Refund of deposit for:

- () Fitting-out Works / Renovations
- () Use of BBQ Pits
- () Use of Marina Room / Dolphin Room / Forecourt of Ancilla Block (circle applicable one)
- () Moving-in / Out

Name of Applicant :	
Block : Unit #	Deposit Paid : S\$
Name of contractor / moving company	Contact person:
Date of completion / usage :	
() No damages reported. Please refund full deposit	
() The following damages reported :	
1.	
2.	
3.	
4.	
Please deduct a sum of S\$ and refund the balance of S\$	
() Withhold full deposit until above remedial works for the above are completed	
() Major damage to be remedied – works affecting common property other subsidiary proprietors for which Public Liability / 3rd Party Insurance claim to be pursued. Notification to be sent to the contractor / Subsidiary Proprietor performing the works	

Management office processing by _____ Approved by _____

Refund received by _____ Block _____ # _____

Signature : _____

Date : _____