

**MANAGEMENT CORPORATION STRATA TITLE PLAN 2345**  
**APPLICATION FOR MOVING IN / MOVING OUT**

Date of Move :				<b>For official use</b>
Resident's Name :				Security Deposit: <b>S\$2,000.00 + S\$ 200.00 (2 cheques)</b>
Block		Unit No		Cheque number 1. 2.
Tel :		Mobile :		Date :
Particulars of Moving Company (name, business registration number)				<b>Lift padding fee: S\$ 50.00 (1 cheque)</b>
				Cheque number & date
				<b>Refund of Deposit</b>
Address				Date :
				Collected By :
				Signature :
Contact Person				
Tel :		Mobile :		

**IMPORTANT POINTS TO NOTE**

1. Moving in and out may be carried out between 9am to 5pm daily.
2. **Applicants are to submit this form to the management office and lodge a security deposit of S\$2,000, cleaning deposit S\$ 200,00 plus lift padding fee of S\$ 50.00 at least 3 days prior to the move date. Via three cheques made payable to “Management Corporation Strata Title Plan No. 2345”**
3. Delivery vehicles are to follow designated delivery route (indicated by signage) while driving in the basement car park.
4. Delivery vehicles beyond 20 foot are not permitted into the premise of Costa Rhu.
5. **Use only the Service lifts for moving. Service lifts must be padded.**
6. No packaging and crates should be left along the corridors, lift lobbies, fire escape staircases and common areas unattended. Failing which, they will be removed by the management and cost of removal shall be charged to the resident concerned. The cleaning deposit will also be forfeited.
7. The Movers shall ensure all common passage areas, doors, flooring, lifts are fully padded & protected before commencing work. If any short comings are discovered, security deposit amount will be forfeited. If any damage to common property is discovered, the Moving Company will be liable to pay the full amount required for repairs.
8. Residents who are moving out, are required to return all car park labels and facilities card to the management office.

**MANAGEMENT CORPORATION STRATA TITLE PLAN 2345**  
**CHANGE OF ADDRESS BY SUBSIDIARY PROPRIETOR (OWNER)**

1. For Subsidiary Proprietor who are moving into Costa Rhu

I / We, \_\_\_\_\_ of Block \_\_\_\_\_

# \_\_\_\_\_ - \_\_\_\_\_, will be residing in Costa Rhu. Please direct all correspondence from the Management Corporation to the said unit with effect from \_\_\_\_\_.

2. For Subsidiary Proprietor who are moving out of Costa Rhu (units to be leased out)

I / We, \_\_\_\_\_ of Block \_\_\_\_\_

# \_\_\_\_\_ - \_\_\_\_\_, will be moving out with effect from \_\_\_\_\_. Please send all correspondence from the Management Corporation to the following address :

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Signatures of SP \_\_\_\_\_

Name \_\_\_\_\_

Contact Numbers \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_