



The Management Office  
35 Tan Kim Cheng Road #B1-12 Singapore 266637  
Tel (+65) 64630654  
thesiena.management@gmail.com

## **APPLICATION FOR PERMISSION FOR BULK DELIVERY AND MOVING IN / OUT**

**IMPORTANT: PLEASE READ THE ATTACHED TERMS AND CONDITIONS CAREFULLY BEFORE COMPLETING THIS FORM**

Date of Moving In/Out : \_\_\_\_\_

### **A) PARTICULARS OF RESIDENT**

Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_

### **B) CONSENT OF OWNER (IF APPLICABLE)**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_

### **C) PARTICULARS OF CONTRACTOR**

Name of Company: \_\_\_\_\_

Name of Person-In-Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_



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## TERMS AND CONDITIONS FOR BULK DELIVERY AND MOVING IN/OUT

- a) Permission from the Management shall be obtained seven (7) days in advance of any Bulk Delivery and House Removal Activity. In the event, permission has not been sought; the Management may deny entry by the contractor for this purpose.
- b) Bulk deliveries and house removal should be carried out during the following hours:  
  
**Monday to Friday : 0900hours -1700hours**  
**Saturday/Sunday & Public Holidays: No moving activities allowed**
- c) All deliveries and removals must be reported at the Guard House prior to the works being carried out. Otherwise, the Management reserves the right to refuse entry of any person whose identity and purpose cannot be verified.
- d) All contractors must report at the Security Guard House to exchange Identification Cards for Contractors' Pass, and must wear their Contractors' Pass at all times.
- e) The contractors shall ensure that adequate protection is given to the lift wall and flooring when conveying furniture and fittings to and from the unit.
- f) Residents must ensure that adequate measures are taken to protect the common property during any bulk deliveries or house removal work.
- g) Workmen carrying out deliveries/removals should use only designated lifts and staircases so as not to inconvenience other residents.
- h) Packing and crating materials must be removed and be disposed of from the estate by the respective contractor on the same day as they are being brought in. Lifts should not be held unnecessarily and not longer than 10 minutes at a time.
- i) Residents or their appointed contractor are not allowed to tap water/electricity supply from the common areas.
- j) Unwanted materials, debris, etc. should not be left in corridors, lift lobbies, fire escape staircases, or any other common areas in the building. Otherwise, they will be arranged to be removed by the Management and the cost of removal and cleaning up will be charged to the respective resident concerned.
- k) Residents shall be responsible for the conduct and behaviour of their appointed contractors. Any damages to the building and equipment caused by the moving of



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- l) furniture or other effects shall be replaced or repaired at the expense of the residents concerned.
- m) Only ONE (1) owner can move in/out per day for each respective tower.

**We confirm the acceptance of the said terms and conditions.**

Signature of Owner		Date
Name / Signature of Authorized Person for Contractors	Company Stamp (If Applicable)	Date

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*For Official Use*

**\*Permission Granted/Not Granted**

**Area of Access Required :** \_\_\_\_\_

**Works to be completed by :** \_\_\_\_\_

**Remarks :** \_\_\_\_\_

Name & Signature of Management Staff	Date
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