



REQUEST FOR REFUND OF DEPOSIT

Name: (Owner / Tenant): _____

NRIC / Passport No: _____

Address: Block No. _____ Unit No. # _____

Tel.No: (Home) _____ (Office) _____ (Mobile) _____

REFUND FOR (PLEASE TICK):

- () Owner – Renovation Works
- () Moving In / Moving Out
- () Booking fee for Cancellation of Barbecue Pit
- () Booking fee for Cancellation of Multi-Purpose Room
- () Deposit for use of Multi-Purpose Room

Date of Completion of work / usage: _____

Amount to be refunded: S\$ _____

() There is no damage caused to the Common Property.

() The following damages to the Common Property were caused:

Please deduct a sum of S\$ _____ and refund the balance of S\$ _____

Signature of Applicant

Date Received

FOR OFFICIAL USE

Your application for refund is ***approved / not approved** by the Management.

Amount Refunded: S\$ _____ () Cash from Receipt No: _____

() Cheque No: _____

Acknowledgement Slip No: _____

Name & Signature of Approving Officer: _____

Date of Issue: _____

By furnishing the Management Corporation with my personal data in this Form, I hereby confirm that I have read, consent and agree to the collection, use and disclosure of any of these personal data for security, safety and other purpose as set out in the Management Corporation's Privacy Policy Statement issued in accordance with the Personal Data protection Act(Act 26 to 2012) (the "PDPA").And if I have provided personal data of individuals other than myself in this Form, I also confirm that I have sought the requisite consent from these individuals to the collection, use and disclosure of their personal data. In particular, I confirm that I have informed these individuals of the purposes for collection, use and disclosure of their personal data.



INSPECTION CHECKLIST FOR ADDITION & ALTERATION /RENOVATION/MOVING IN-OUT

LOCATION/AREA		CHECK OUT CONDITION		
		IN ORDER (TICK)	NOT IN ORDER (TICK)	REMARKS
A	<u>COMMON AREA (GROUND AND BASEMENT LEVEL)</u>			
	LIFT LOBBY (FOR DAMAGES)			
	CORRIDOR (FOR DAMAGES)			
	WALLS (FOR DAMAGES)			
	LIFT-IN-CAR (FOR DAMAGES)			
	CLEANLINESS			
B	<u>RESPECTIVE FLOOR</u>			
	CORRIDOR (FOR DAMAGES)			
	WALLS (FOR DAMAGES)			
	STAIRCASE (FOR DAMAGES)			
	CLEANLINESS (FOR DAMAGES)			
C	<u>DEBRIS/MATERIAL</u>			
	MAIN LOBBY			
	RESPECTIVE LOBBY			
D	<u>AWNING INSTALLATION (IF APPLICABLE)</u>			
	CONFORMANCE TO DRAWING			
CHECK BY:			ACKNOWLEDGE BY OFFICE STUFF:	
DATE:			DATE	