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**APPLICATION FOR MOTORCYCLES PARKING**

*(Circle the Type of Application)*

Name of Resident: \_\_\_\_\_ of Blk \_\_\_\_\_ Unit # \_\_\_\_\_  
(\*Subsidiary Proprietor/Tenant)

Tel. No: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Vehicle Plate No: \_\_\_\_\_ IU No: \_\_\_\_\_ (Make & Type) \_\_\_\_\_

**REASON FOR APPLICATION (PLEASE TICK)**

- [  ] 2) I am the new owner/tenant of the above apartment with a Car
- [  ] 3) I have sold/changed my vehicle with Plate No: \_\_\_\_\_ / IU No: \_\_\_\_\_
- [  ] 4) I have lost/damaged my \*car label No: \_\_\_\_\_ / IU No: \_\_\_\_\_  
of Vehicle Plate No: \_\_\_\_\_

**DOCUMENTS REQUIRED**

1. Owner – Proof of vehicle ownership and residency (NRIC & Vehicle Registration Card/Log)
2. Tenant – Tenancy Agreement & Vehicle Registration Card/Log
3. Company Owned– Company's Authorisation letter
4. Rental – Rental document & Name of Rental Company

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**DECLARATION**

I/We confirm that the above particulars are correct and have read the By-Laws governing Car Parking and undertake to abide by the terms and conditions therein.

Name: \_\_\_\_\_  
Subsidiary Proprietor/Tenant Signature & Date

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**FOR OFFICIAL USE :**

Date Registered : \_\_\_\_\_

Name & Signature of Approving Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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## TERMS & CONDITIONS: BY-LAWS GOVERNING CARPARKING IN VARSITY PARK

1. The applicants must be the Subsidiary Proprietor(s) or Residents authorized by the Subsidiary Proprietor(s).
2. Each Unit is allocated one (1) Car Park Label (at no charge) **for first application**. (First Application shall mean initial issue for each Unit; it does not include subsequent issue of label after the Unit has been transferred to another Resident). **Application of 2<sup>nd</sup> Car Park Label is subjected to management approval.**
3. All applicants are required to produce documentary proof such as Identification Card/Passport, Vehicle Registration Card, Company Certificate Letter (for company car), Stamped Tenancy Agreement (if applicant is a tenant), etc as proof of ownership and residence.
4. Residents are to notify the Management should there be a change of vehicle or vehicle registration particulars so that a fresh Car Park Label can be issued to replace the old one. All Car Park Labels are non-transferable.
5. Residents are to return the Car Park Label(s) to the Management when they cease to reside in the Estate.
6. When the Unit is sold, it is the responsibility of the Subsidiary Proprietor(s) of the Unit to hand over the Car Park Label(s) to the Management. For Units that are leased out to a tenant by the Subsidiary Proprietor(s), the Subsidiary Proprietor(s) shall be responsible to ensure that the label(s) are retrieved from the tenant(s) when the lease expires.
7. Loss of Car Park Label(s) must be reported to the Management immediately.
8. Replacement cost of each Car Park Label is S\$20.00. Cost are non-refundable.
9. The issuance of the second/additional Car Park Label above the allocated number shall be based on availability of car park lots and acceptance of the terms and conditions to be stipulated by the Management at the time of application.
10. The Management reserves the right to reject any application. Approved Car Park Label(s) may be subject to cancellation at the Management's discretion.
11. Residents must obtain the Car Park Label from the Management for their motor vehicle parked in the Estate.
12. All registered vehicles must display clearly a valid Car Park Label on their front windscreen at all times.
13. No reservation of any parking lot is allowed.
14. No vehicles should be parked indiscriminately along the driveways or at any non-designated areas (e.g. in front of switch room and lift lobby etc.) or across two parking lots.
15. The flow of traffic according to the directional arrows is to be strictly followed.
16. Repair and overhauling of vehicles are not allowed in the common area.
17. Residents shall park or leave their vehicles at lots reserved for residents only.
18. Any vehicle found parked in an unauthorized parking area or not parked in the designated parking lots or parked in handicapped lots without a valid handicap label, or in any manner causing obstruction to the traffic shall be immobilized by a wheel clamp or towed away at the discretion of the Management Corporation.
19. The Management Corporation shall be empowered to wheel clamp any vehicles which in their opinion has violated the car parking rules not listed above.
20. The Management Corporation or its agent shall not be held responsible for any damage in the course of immobilization and / or towing away of vehicles. An administrative fee of \$100.00 (exclude GST) shall be payable to the Management Corporation Strata Title Plan No. 3397 or its authorized agent to release the vehicle.
21. All motor vehicles parked in the Estate are at the owners' risk and the Management undertakes no responsibility and shall not be liable in any manners whatsoever for any misdemeanour, loss or damages to any motor vehicle, its accessories or to the contents therein.