



APPLICATION OF ACCESS CARD

SECTION I : TO BE COMPLETED BY APPLICANT

Type of Card Applied: New ____ nos (Fee: \$32.10/per card. Max 6 cards per unit)
 Additional ____ nos (Fee: \$32.10/per card. Max 6 cards per unit)
 Replacement for ____ lost/damaged* (physical damage/ microchip faulty)
(Fee: \$32.10/per card) Access Card Serial Number: _____

Name: _____ (Owner / Tenant)* Blk: _____ Unit: _____

Contact: (H) _____ (HP) _____ (Email) _____

Documents Required

(Please tick) :

- () Owner –Proof of resident e.g. NRIC
- () tenant –tenancy agreement or owner’s verification (Section II)

I enclosed my cash/cheque* no: _____ of \$ _____ being payment of ____ nos. of access card(s).

Cheque made payable to:”MCST 2521”

I declare that all particulars given by me are true and correct. I have read and agreed to abide by the terms and conditions governing the application of access card at Evergreen Park.

By signing this application form I/we expressively give consent to the management collecting, using and disclosing personal data provided in the form for the purposes of estate management and future communication related to this estate.

Signature: _____ Date: _____

** Delete if not applicable*

SECTION II : OWNER'S VERIFICATION (to be filled up if the applicant of the unit is a tenant)

I / We* _____ owner of blk _____ unit _____

confirmed that the above applicant is / are my tenant from _____ to _____

Signature: _____ Date: _____

SECTION III: FOR OFFICIAL USE

Receipt No.: _____

Access Card Serial No.: _____

Total number of Access Cards issued to-date: _____ Date issued: _____



SECTION IV: ACKNOWLEDGEMENT RECEIPT OF ACCESS CARD(S)

I / We*, _____, of blk _____ Unit _____ acknowledge receipt of _____ access card(s) with serial no.: _____ .

Signature: _____ Date: _____

*Delete whichever applicable.

RULES AND REGULATIONS FOR APPLYING ACCESS CARD

1. Only owners owning an apartment unit in Evergreen Park can apply for additional cards.
2. For tenanted units, a copy of authorization letter from the owner is required for the purchase of access cards.
3. If the card is damaged, misplaced or lost, the cardholders must notify the management immediately.
4. The cost for an additional/replacement card is \$32.10 inclusive of GST and all reported lost card will be deleted from the system.
5. Each unit is entitled to a maximum of 6 cards.
6. All cheque payment shall be made payable to THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2521.
7. The management shall not be liable whatever for any loss, damage, costs or expenses incurred or sustained by the cardholders including but not limited to any such damage, loss, costs, expenses or injuries arising out of theft, robbery, break-ins, accidents, vandalism or any damage or other circumstances causing any injury to the card holder or/any damage to the said card holder's property.
8. The management shall be at liberty to add new clauses or amend existing ones as and when it deems necessary.
9. Owners/Residents are required to carry their Residence Access Cards for access to their respective blocks.
10. Care must be taken not to bend or expose their cards to sunlight for extended periods as this will affect the sensitivity of the cards.
11. Owners must surrender their Residence Access Cards to the Management for cancellation when they sell or rent their residence. No refund of the fee will be made.