

APPLICATION FORM FOR RESIDENTIAL PROPERTY

Address of Premises	Rental Offered (Per Month)	Date of Tenancy Commencement

Full Name of Applicant (IN BLOCK LETTERS) as shown in Identity Card/Passport/Company Registration Certificate (Please underline the surname) : Mr/Mrs/Mdm/Miss/Messrs	Date of Birth/Registration:	NRIC/Passport/Company Registration No.:
		Citizenship:
Postal Address:		Telephone No: Fax No:
Mobile No:	Email Address:	
Present Occupation/Profession/Nature of business:		Monthly Income:
Name & Address of Company:		Telephone No: Fax No:

Particulars of Intended Occupiers

Name	Citizenship	Date of Birth	Sex	NRIC/Passport/ Fin No	Occupation	Relationship of Applicant

I declare that the above information is true. I hereby offer to rent the above premises at the rental stated above and accept the Conditions of Application given overleaf. In the event of my application being successful, I agree to complete an agreement and pay all monies due.

Signature of Applicant

*Company Stamp

Date

Name: _____

Designation: _____

PRE-REQUISITES / CONDITIONS FOR RESIDENTIAL PROPERTY APPLICATION

1. The applicant must not be **less than 21 years old** and an undischarged bankrupt.
2. Each applicant is allowed to submit one application which is to be accompanied by:
 - 2.1 **For individual:** an official letter from the applicant's employer certifying his current employment and income. If the applicant is self-employed, a latest copy of the income tax assessment and latest computer printout from the Registry of Company and Business must be enclosed. Where applicant is an individual, his average monthly income shall be at least 3 times the rental or the applicant must be of sound financial status, assessed by SLA at SLA's sole discretion based on the information and documents provided with the bid.
 - 2.2 **For company / firm:** If applicant is a company, the applicant must be of sound financial status as assessed by SLA at SLA's sole discretion based on the past 2 years financial statement provided with the bid and is required to submit the latest ACRA company search, bankruptcy search for sole proprietor.
 - 2.3 an **application deposit amounting to one (1) month's rent**. This must be in the form of cashier's order made payable to **C&W Services (S) Pte Ltd – COL TRUST A/C 3**. Cheque is not acceptable.
(Note: Application Deposit of one (1) month's rent shall be forfeited if applicant withdraws its application)
3. The applicant (individual/ companies) should not be blacklisted, debarred by the Government or against whom a bankruptcy petition, winding up action has been presented in the High Court; or if they are tenants for properties managed by Singapore Land Authority or its managing agents on behalf of the Government and are in rental arrears.
4. Applicant shall submit a copy of NRIC / Passport / S-Pass / Employment Pass and their occupiers' passport/ NRIC / immigration and work passes and bring along the original copies for verification at the time of the submission of the application, failing which the company reserves the right to reject the application.
5. Applicants shall register the names of all occupiers of the premises and shall not permit any other person to stay and/or reside in the said premises other than the registered persons. Where applicant is a company, the occupier/s shall be the company's employee/s and shall be verified with the company's letter of authorization.
6. This application form must be properly completed. Incomplete forms will not be accepted and shall be rejected.
7. Premises will be let out in its existing condition (i.e. "as seen" and "as is" condition unless otherwise stated). Applicants are required to view the premises before applying. Applications received from applicants who have not viewed the premises will not be accepted and shall be rejected.
8. Premises shall be let out and used solely for **residential purpose** by the successful applicant and his family or bona fide employees in the case of an application made by a company.
9. The successful applicant shall, within a stipulated time, be required to:
 - 9.1 execute a Tenancy Agreement;
 - 9.2 pay one month's rent in advance;
 - 9.3 pay a security deposit equivalent to a minimum of three (3) month's rent or more as specified;
 - 9.4 pay Stamp fee for the tenancy agreement.
 - 9.5 submit an "Application Form for Interbank GIRO to effect the monthly rental payment through GIRO Deduction Scheme.

10. Successful applicant shall be informed by letter / phone call or via email.
11. The company reserves the right to reject any or all application without giving any reasons thereof.
12. The asking rent is subject to revision from time to time without prior notice

INFORMATION ON RESIDENTIAL PROPERTY APPLICATION

A) Main Conditions of Application

1. The applicant (any nationality) **must not** be less than 21 years old and an undischarged bankrupt.
2. Each applicant can only submit one application. Transfer of application is not allowed.
3. All premises shall be used strictly for **residential purpose** by the successful applicant and his family **or** bona fide employees in the case of an application by a company. The premises **shall not be used as a worker's quarters**.
4. All the premises will be for two (2) years tenancy.

B) Procedure of Application

I) How do I know what houses are available?

1. Information on the available premises is posted on the Singapore Land Authority's State Property Information Online (SPIO) website at <http://www.sla.gov.sg>.
2. The information on the website is subject to change from time to time without prior notice.

II) When do I submit my application?

1. Prescribed Application Forms are obtainable at our office. You can submit your Application Form once the premises are opened for application.

III) How do I submit my application (what to enclose)?

1. The application form must be properly completed, signed by the applicant and submitted personally to **C&W Services (S) Pte Ltd at 2 Bukit Merah Central #01-01 Singapore 159835**. Main Tel: 6243 2969
2. If you are unable to submit the application personally, you may authorise another person to submit the completed application form on your behalf with a letter of authority. In any case, you can authorise only one person to make the submission.

Checklist of Documents to be Submitted

For Individuals

Type of Document	Please Tick
1. Photocopy of NRIC/FIN/EP/WP of Applicant	[]
2. A latest copy of the income tax assessment / Pay slips for last 3 months / Letter of Employment	[]
3. The photocopy of all occupiers NRIC/FIN/EP/WP of Applicant	[]
4. A Cashier's Order for the requisite payment	[]

For Company

Type of Document	Please Tick
1. An up-to-date true copy of the instant information computer printout from the Accounting & Corporate Regulatory Authority, ACRA	[]
2. Past 2 years audited financial statements (where company is required by law to audit its financial statements) or past 2 years unaudited financial statements (where company is not required by law to audit its financial statements)	[]
3. The letter of authorization from the company stating the person authorized to sign the Tenancy Agreement for and on behalf the Company	[]
4. Photocopy of NRIC of the authorized person signing the Tenancy Agreement	[]
5. The photocopy of all occupiers NRIC/FIN/EP/DP/WP & Passport	[]
6. A Cashier's Order for the requisite payment	[]