

Please submit the application form to:  
 E M Services Pte Ltd  
 The JTC Summit  
 8 Jurong Town Hall Road  
 #02-02 S(609434)

## APPLICATION FORM FOR APARTMENT / TERRACE

*Important: Please read the conditions before completing this form. Incomplete documents will void this application. The word 'NIL' or 'NOT APPLICABLE' should be filled where appropriate. This form will take approximately 15-30 minutes to complete. All information provided will be kept confidential.*

**Address of Premises Applied For**

### 1) PARTICULARS OF MAIN APPLICANT (IF TENANCY IS TAKEN UP BY INDIVIDUAL APPLICANT)

Full Name of Main Applicant (IN BLOCK CAPITALS)	Marital Status S / M / D / W	E-mail Address
NRIC/Passport/PR/FIN No.	Pass / Permit Expiry Date (if applicable)	
Billing/Mailing Address (if different from rented premises)	Singapore Contact Telephone No. (O) (Pager) (H) (HP)	
Alternative Mailing Address (Local / Abroad)	Overseas Contact Telephone No. (If applicable) (O) (Pager) (H) (HP)	
Name of Employer/Business <input type="checkbox"/> Tick here if self-employed		
Office Address	Occupation	
Monthly Gross Income 1. <input type="checkbox"/> Below \$2,000      2. <input type="checkbox"/> \$2,001 - \$3,000      3. <input type="checkbox"/> \$3,001 - \$5,000 4. <input type="checkbox"/> \$5,001 - \$7,000      5. <input type="checkbox"/> \$7,001 - \$10,000      6. <input type="checkbox"/> Above \$10,000		

### 2) PARTICULARS OF COMPANY (IF TENANCY IS TAKEN UP BY COMPANY)

Name of Company (IN BLOCK CAPITALS)	Telephone No / Fax No	E-mail Address
Address of Company	Type of Industry / Trade	

**3) PARTICULARS OF AUTHORISED OCCUPIER(S)**

Full Name of Authorised Occupier (IN BLOCK CAPITALS)	NRIC/Passport/ PR/FIN No.	Pass / Permit Expiry Date (if applicable)	Relationship to Applicant	Email Address/ Contact No

I declare that:

1. All the particulars given in this application form are true and I have not suppressed any information required in the form. JTC / Managing Agent has the right to cancel my application if any of the information given in the application form is false.
2. I will inform JTC / Managing Agent of any subsequent changes to the information supplied in the application form such as the size of my family, authorised occupiers, change of contact address etc.
3. I understand that the premises allocated to me are for my own use and there will be no subletting of the premises and JTC / Managing Agent has the right to recover the premises from me if I sublet the premises to others or to occupiers in the house.

\_\_\_\_\_  
Signature of Applicant / Date

\_\_\_\_\_  
\*Company  
Stamp

\_\_\_\_\_  
\*Name and Designation

\*Note: For application by company only.

For Official Use	Received Date		Application Expiry Date	
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## **CONDITIONS**

1. The applicant must be at least 21 years of age and an undischarged bankrupt.
2. Please submit one set of photocopied documents of all occupiers together with the completed application form. The documents are:

### **Section A) For Singaporeans:**

- Identity Card of each occupier
- Latest Original Pay-slip with Company Name Card or Original Company Letter stating designation and salary. For self-employed, latest Income Tax Assessment with recent Business Registration Certificate instant computer printout
- 1 recent passport-size photograph of each occupier

### **Section B) For Employment Pass/S-Pass/Permanent Resident**

- Valid passport of each occupier
- Valid pass issued by Ministry of Manpower or Immigration & Checkpoints Authority e.g. Employment Pass, Blue Identity Card with entry and re-entry permit for Permanent Resident, etc
- A letter from Company to certify employment in Singapore for all employed occupiers. The letter should state designation and salary. The letter must be dated within the registration month and must be signed by the Managing Director, Director, Chairman or Human Resource Manager, etc.
- 1 recent passport-size photograph of each occupier

### **Section C) For Company Tenancy**

- Documents in Section A or Section B, whichever is relevant
- A recent Business Registration Certificate instant computer printout
- Company authorisation letter appointing a representative to sign the tenancy agreement on behalf of the company and stating representative's name, NRIC No and designation.
- Company's Stamp

3. The eligible main applicant should select a premise before proceeding to submit the application form and relevant documents for the application and allocation of the premise.
4. The applicant 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.
5. The premises will be let out in its existing/as-in condition. The applicant is advised to find out all costs related to the rental of premises, as no refund /waiver request will be considered.
6. A maximum of two (2) persons per bedroom are allowed to reside in the premises.
7. The premises will be let out for one tenancy term and shall be 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.
8. The successful applicant will be notified to execute the tenancy agreement and make full payment by appointment.
9. Unsuccessful applicants will be notified by post. Photocopied documents will not be returned.
10. The company reserves the right to reject any or all applications without giving any reasons thereof.
11. The posted rental for the various property types is subject to revision from time to time without prior notice.
12. A copy of the Tenancy Agreement can be viewed upon request.
13. All the premises are for two (2) years tenancy i.e. each tenant may give the three (3) calendar months' notice to terminate after one (1) year of stay. The tenant is required to pay all outstanding rentals for any premature termination before 1 year.
14. No transfer of tenancy is allowed.