



The Tembusu

### OWNER'S AUTHORISATION LETTER FOR PROPERTY AGENTS/REPRESENTATIVES

Name of Owner(s): \_\_\_\_\_ Contact No. : \_\_\_\_\_

\_\_\_\_\_ Tampines Road # \_\_\_\_\_, Singapore \_\_\_\_\_

I hereby authorise the following as my Housing agent(s)/Representative(s), and grant them access into my unit and the use of my unit's access card.

Name of Housing Agent(s)/Representatives	CEA No.	NRIC No.	Company's Name	Contact No.

I hereby undertake the following:

- My/Our Housing Agent(s)/Representative(s):
  - Will not loiter around the Estate to prospect potential clients
  - Will not drop flyers/pamphlets/letters into mailboxes and/or units
  - Will only be allowed to enter the premises provided that he/she is meeting potential clients of my unit(s) that he/she is authorised to
  - Will register at the Guardhouse prior to any appointment and show a copy of this Authorisation Letter and identity card as form of verification in exchange for a "Pass".
  - Will put on the "Pass" at all times within the estate.
- I/We shall be responsible for the conduct and behaviour of my Housing Agent(s)/Representative(s) and his/her prospects.
- I/We understand that the Management reserves the right to prohibit entry of my/our Housing Agent(s)/Representative(s) if he/she fails to bring along this Authorisation Letter.
- I/We understand that if my Housing Agent(s)/Representative(s) causes damage to the Common property, the Management reserves the right to recover all damages from me/us.
- I/We agree that the Management reserves the right to add or alter any terms and conditions governing the use of access cards by Housing Agent(s)/Representative(s) at any time without prior notice.
- I/We understand that the carpark in the Estate is solely meant for owner(s) and all Housing Agent(s)/Representative(s) are to park their vehicle at designated parking lots as directed by the Management.
- I/We will inform the Management to deny entry to our appointed Housing Agent(s)/Representative(s) once their service is no longer required.

\_\_\_\_\_  
Name & Signature of Owner

\_\_\_\_\_  
Company Stamp (if applicable)

\_\_\_\_\_  
Date