



SAMPLE COPY OF APPLICATION TO INSTALL HEAVY ITEMS/IN HDB FLAT

[Note : You are encouraged to submit the application via email to the managing branch instead of hardcopy]

Name : _____

Address : _____

Date : _____

Branch : _____

Address : _____

Dear Sir

**APPLICATION TO INSTALL HEAVY ITEM/S AT
APT BLK _____ # _____**

I wish to seek your approval to install a (eg. two-tier large aquarium size fish tank) in my flat. The location and details are as follows:

a) Location of item : (eg. living room, kitchen)

Please see plan attached

b) Size : (eg. 4'0" x 18" x 18")

c) Type : (eg. two tier glass fish tank supported

on a mild steel four legged rack)

d) Weight : (eg. 610 kg inclusive of water, sand

and accessories)

2 If you need any clarification, please contact me at _____.

Yours sincerely

Flat Owner's Name
And Signature