



9 January 2017

All Subsidiary Proprietors / Occupiers

ADVISORY ON SUB-LETTING / SHORT TERM STAY

The Management received feedback from residents that some units have sub-let their extra rooms, including but not limited to Airbnb for short term stay. Advertisements of Q Bay units were found in Airbnb website. **The provision of such accommodation may result in frequent and high turnover of tenants which may compromise to security and causing nuisance to the peaceful enjoyment of our residents.**

All Subsidiary Proprietors are reminded of the leasing regulations from The Urban Redevelopment Authority (URA) when you are leasing out your unit(s). The Management would like to reiterate that the Subsidiary Proprietor is responsible for any breach, contravention or non-compliance of any by-laws, resolutions &/or regulations (including but not limited to the unit is tenanted) to the Management Corporation. **It is your responsibility to ensure that your tenant/occupier do not carry out unauthorized &/or illegal activities in the unit.** These include, but not limited to:

1. *Private residential properties or their rooms within the premises should not be rented out on a short-term basis for **less than 6 months on a daily/weekly/monthly basis.***
2. *Leasing of the whole unit or subletting of rooms for residential purposes is only allowed for long-term stays of 6 months or more if these conditions are met:*
 - no internal partitioning works that alter the layout of the property to create more rooms. Such overcrowding can pose safety concerns
 - in the case of master tenancies or en-bloc leasing-out, there should only be 1 single tenancy agreement per residential unit to cover the number of occupants for the unit. This does not apply to a single property or individual owner who leases out rooms within his unit to different tenants
 - each occupant should have at least 10 sqm of space. The maximum number of occupants in a residential unit is 8, no matter how big the unit is.
 - includes the owner if he is living within the premises
 - does not apply if the unit is occupied by a family without any subletting.

Please refer to: <http://www.ura.gov.sg/uol/buyproperty/about/leasing/residential.aspx> for information.

We would also like to inform that URA gathers quarterly occupancy survey for all residential properties and carries out random spot checks. To facilitate accurate submission:

- a copy of the tenancy and stamp duty certificate should be given to the Management whenever the unit is tenanted for record purpose.
- **In the meantime, we would appreciate that all Subsidiary Proprietors &/or Occupiers complete the attached profile form and submit it to the Management Office by 28 February 2017.** Please be assured that the Management will exercise discretion on the provision of data to the Authority when requested. Thank you for your attention.

For and on behalf of The MCST Plan No 4409





To: All Subsidiary Proprietors / Occupiers / Tenants

Please complete the occupancy details below and return it to the Management Office by **28 Feb 2017**. You may drop it into our letterbox at Blk 1 #01-44 or email to: mgtoffice@qbay.sg. Thank you.

Profile Update: Block _____ Unit _____ – _____ at Q Bay Residences

| OWNER'S PARTICULARS | | | |
|----------------------------|---|-------------|-----------------|
| Full name | : | | |
| NRIC / FIN / passport no. | : | | |
| Contact no. | : | (HP) | (Home) (Office) |
| Email address | : | | |
| Correspondence address | : | | |
| Alternative contact person | : | Contact no. | : |

***Please complete below if you are currently renting the unit / have tenanted the unit. Please use separate sheet if there are more than one tenant per unit.**

| MAIN TENANT'S PARTICULARS | | | |
|----------------------------|---|-------------|-------------------------|
| Full name | : | | |
| NRIC / FIN / passport no. | : | | |
| Contact no. | : | (HP) | (Home) (Office) |
| Email address | : | | |
| Nationality | : | | |
| Alternative contact person | : | Contact no. | : |
| Lease Expiry date | : | Room Type* | : Whole Unit / One Room |

| OTHER OCCUPANTS' PARTICULARS | | |
|------------------------------|---------------------------|--------------------------------|
| Name | NRIC / FIN / passport no. | Relationship to above resident |
| | | |
| | | |
| | | |
| | | |

Yours faithfully

(Signature)
Name in full:

(Signature)
Name in full:

By providing your personal data (e.g. name, contact, identification and / or vehicle number) to us, you agree that Q Bay Residences ("Organisation") may collect, use and disclose such information for security and monitoring purposes. You further agree that such information may be disclosed to the Organisation's related corporations and third parties who provide services to the Organisation.