

BELAIRE CONDOMINIUM ASSOCIATION

The Belaire, DLF City, Phase-V, Gurgaon

FORMAT FOR SHIFTING IN/ OUT

- 1 Transshipment of household Luggage/Packed Baggages for in/out should be done between to..... through service elevator only.
- 2 All house hold material should be shifted via basement lift lobby. Suitable vehicle should be arranged accordingly for basement entry.
- 3 Following outstanding dues (if any) of Belaire Condominium Association should be cleared prior to shifting IN/OUT-
 - a- Maintenance Charges - Rs.....
 - b- Electricity Charges - Rs.....
 - c- IBMS - Rs.....
 - d- Any other dues - Rs.....
 - e- ARF - Rs.....
- 4 Incase of Tenant (following documents to be submitted office before shifting-IN)
 - a- Copy of signed lease Agreement. (signed by Owner / POA and tenant with name of resident)
 - b- Authorisation Letter from Owner in favour of Tenant for collection of Car Sticker, Access Cards, Letter Box Key & other Common facilities etc. If not received earlier.
 - c- Identity proof of Tenant (Passport / Pan / Voter ID / Driving License)
 - d- Copy of Police Verification of Tenant
 - e- In case of foreign national, copy of passport / VISA and FRRO letters should also be submitted.
- 5 Club membership card and car stickers should be returned to security / condominium office prior to shifting out. Access cards / mail box keys to returned to apartment owner.
- 6 Telephone connectivity : only AIRTEL landline connectivity is available.
- 7 For Television, Tata Sky with common dish at terrace (Individual dish antenna not required), or Den Digital, Airtel DTH and Airtel IPTV are available. Individual dish antenna not to be installed.

Apt. No. : Date of Shifting :

Name of Occupant :

Owner / Tenant :

(Signature & Date)

(FOR OFFICE USE)

A) Accounts office :

- All outstanding dues have been cleared (Yes / No)

Sign.

B) Admin Office :

- Letter / Lease deed received & verified (Yes / No)

Sign.

C) Security Control Room :

1. ID proof received (Yes / No)

2. Tenant verification received (Yes / No)

3. Any damage to common area (Yes / No)

If Yes, details :

..... Signature (Occupant)

4. Family particulars updated filled (Yes / No)

Signature (Security Supervisor)