

Shift In Formalities (Tenant)

Below is the shifting process for your reference. You are requested to follow the below-mentioned guidelines for the shifting. Please confirm the date so we can book the slot.

1. Please give an intimation for shifting one week in advance and fill up the shifting form in the office (**Shifting Form Attached**).
2. Fill out the Family particular Form (**Family Particular Form Attached**).
3. Submit the Lease Agreement Copy.
4. Submit the Police Verification Copy (**Police Verification Form Attached**), for Foreign Nationals copy of Passport, Visa and FRRO is required.
5. Submit the ID proof copy (Passport, Adhaar, Voter ID etc.).
6. Pay Rs. 10000/- (inclusive of tax) as a shift in charge, through online/cheque in Favour of "Belaire Condominium Association".
7. Transshipment of household luggage/ packed baggage should be done between 09:00 hrs. to 18:00 hrs. through the service elevator only. 10:30 Am to 12:00 Pm is garbage collection time so lifts will not be available.
8. All household materials should be shifted via the basement lift lobby. A suitable vehicle should be arranged accordingly for basement entry.
9. The vehicle height for basement entry should not be more than 2.2 meter.
10. No shifting is however permitted on Sundays and Public Holidays.
11. Ensure that the service elevator is widely used during the process, any damage caused during this has to be taken care of by either the vendor or the resident.
12. An Email from owner regarding shifting In / Out