

THE BELAIRE CONDOMINIUM ASSOCIATION
FORM FOR SHIFTING IN

1. Transshipment of household Luggage/Packed Baggages should be done between 09:00 AM to 06:00 PM. Through service elevator only. 10:30 AM to 12:00 PM is garbage collection time so lift will not be available.
2. All household material should be shifted via basement (-1) Lift Lobby. Suitable vehicle should be arranged accordingly for basement entry (Maximum Vehicle Height 2.2 M)
3. In case of Tenant, following documents should be submitted **at least 7 days prior to Shifting In date.**
 - a) Copy of signed lease deed. (Signed by Owner / POA and tenant with name of resident)
 - b) Authorisation Letter / Mail from Owner.
 - 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 letter should also be submitted.
 - f) Family Particular Form (To be collected from Office)

Apartment No.	
Date of Shifting	
Name of Occupant	
Owner / Tenant	

(Signature & Date)

FOR OFFICE USE:

ACCOUNTS OFFICE:

Shifting Charges Received	
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(Signature & Date)

CRM / ADMIN OFFICE:

Owner's Mail Received	YES	NO
Lease Deed Received	YES	NO
Identity Proof of Tenant (Passport/Pan/Voter ID/ Driving License)	YES	NO
Copy of Police Verification	YES	NO
In case of Foreign National, Copy of Passport	YES	NO
Family Particular Form	YES	NO

(Signature & Date)

SECURITY CONTROL ROOM:

Copy of Family Particular Received	YES	NO
Post Shifting In, Any damage caused to common area If Yes , Details		

(Signature & Date)