

**THE BELAIRE CONDOMINIUM ASSOCIATION**  
**FORM FOR SHIFTING OUT**

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. Authorisation Letter / Mail from Owner.

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

(Signature & Date)

**FOR OFFICE USE:**

**ACCOUNTS OFFICE:**

Shifting Charges Received	
Maintenance Charges Received	
Electricity Charges	
IBMS	
ARF	
Any Other Dues	

(Signature & Date)

**CRM / ADMIN OFFICE:**

Owner's Mail Received	YES	NO
My Gate Deactivated	YES	NO

(Signature & Date)

**SECURITY CONTROL ROOM:**

Access Card Deactivated	YES	NO
RFID Deactivated	YES	NO
Post Shifting Out, Any damage caused to common area If <b>Yes</b> , Details		

(Signature & Date)