

# **CONDOMINIUM ASSOCIATION EXPRESS GREENS M1A**

**Express Greens, Sector M1A, Manesar 122052**

**Email –expressgreensm1a@gmail.com CC: estatemanagereg@vaticagroup.com**

## **SHIFTING FORM – IN**

1. Transshipment of household Luggage/Packed Baggage should be done **between 09:00 hrs. to 18:00 hrs.** through service elevator only.
2. All household material should be shifted via basement lift lobby. Suitable vehicle should be arranged accordingly for low height (9 feet 3 inch) basement entry.
3. Following outstanding dues (if any) of Condominium Association Express GreensM1A should be cleared prior:-  
(a.) Maintenance Charges: \_\_\_\_\_ (b.) Electricity Bill: \_\_\_\_\_  
(c.) Shifting in Charges: \_\_\_\_\_ (d.) IBMS: \_\_\_\_\_ (e.) Initial Electricity: \_\_\_\_\_

**Payments refer. No:** \_\_\_\_\_ **Payment mode:** \_\_\_\_\_

4. Following documents should be submitted prior to shifting-In.
  - a) Copy of signed lease deed (Notarized) /Sale deed (signed by Owner/POA).
  - b) In case of Tenant Email from owner from their registered email-Id. On expressgreensm1a@gmail.com at least 03 days in advance.**
  - c) In case of Owner's movement -- Copy of sale deed must be submitted to Estate Office.**
  - d) Identity proof of tenant (Passport / PAN / Voter ID / Driving License).
  - e) Original Copy of Police verification of tenant is must .otherwise permission may be denied (Original Verification Report only, with Police Station Stamp) from Manesar, Police Station).
  - f) All family Members ID Proof & Photo's.(In case of Tenant)
  - g) In case of foreign national, copy of passport, VISA and FRRO letter should also be submitted.

**Note: Shift in charges are Rs.2500/- on 2<sup>nd</sup> shift in onwards. That should pay before moving in a complex.**

Apartment No. : \_\_\_\_\_  
Date of shifting : \_\_\_\_\_  
Name of Occupant : \_\_\_\_\_  
Owner/Tenant : \_\_\_\_\_

### **TENANT DOCUMENTS**

1. Owner's Mail/Letter (Yes / No)
2. ID proof received (Yes / No)
3. Tenant police verification received (Yes / No)
4. Family particulars / Shifting form (Yes / No)
5. Rent agreement (Yes / No)
6. Family Photo's & ID Proof (Yes / No)
7. Shift In Details \_\_\_\_\_

### **OWNER DOCUMENTS**

1. Family particulars / shifting (Yes / No)
2. Family Photo's & ID Proof (Yes / No)

### **SECURITY TEAM**

1. Sticker: \_\_\_\_\_
2. Access Cards: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

### **ACCOUNTS OFFICE**

**A) All outstanding dues have been cleared. (Yes / No)** Sign. \_\_\_\_\_

(Sign. of occupant) (Sign. of CRM/Admin) (Signature-Security Office) (Signature- Property Manager)

# **CONDOMINIUM ASSOCIATION EXPRESS GREENS M1A**

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## **PARTICULARS OF RESIDENT**

Apartment No. \_\_\_\_\_

Date: \_\_\_\_\_

Name of family head: \_\_\_\_\_

Status: Owner/ Tenant

Occupation: \_\_\_\_\_

Telephone Number : Office: \_\_\_\_\_

Resi: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### **PARTICULARS OF FAMILY MEMBER(S):**

S. No.	Name	Age	Relationship with family head

### **PARTICULARS OF SERVANT(S):**

S. No.	Name	Age	Sex	Permanent Address

### **PARTICULARS OF PETS:**

\_\_\_\_\_

### **PARTICULARS OF VEHICLES**

S. No	Vehicle No.	Description	Parking No.

(Signature of Resident)

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**PARTICULARS OF RESIDENT**

Apartment No. \_\_\_\_\_

Date: \_\_\_\_\_

Name:-

Name:-

Name:-

Name:-

Name:-

Name:-

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Express Greens, Sector M1A, Manesar 122052

**PARTICULARS OF RESIDENT**

Apartment No. \_\_\_\_\_

Date: \_\_\_\_\_

Name:-

Name:-

Name:-

Name:-

Name:-

Name:-