

CONDOMINIUM ASSOCIATION EXPRESS GREENS M1A

Express Greens, Sector M1A, Manesar 122052

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

SHIFTING FORM – OUT

1. Transshipment of household Luggage/Packed Baggage should be done **between 09:00 hrs. to 17:00 hrs.** by 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 Express GreensM1 Condominium Association should be cleared prior:-

(a.) Maintenance Charges: _____ (b.) Electricity Bill: _____

(c.) Shifting Charges: _____ (d.) IBMS: _____ (e.) Initial Electricity: _____

Payments refer. No: _____ **Payment mode:** _____

Note: Shift out charges are Rs.2500 /- on 2nd shift out onward. That should pay before moving out of complex.

CRM

Owner's Mail/Letter: _____

Apartment No. : _____

Date of shift out : _____

Name of Occupant : _____

Owner/Tenant : _____

Shift out details : _____

Sign. Of CRM/Admin: _____

SECURITY

Sticker: _____

Access Cards: _____

Sign. Of Security Office _____

ACCOUNTS OFFICE

a) All outstanding dues have been cleared. (Yes / No)

Refer. No - _____

Payment mode - _____

Sign. Of Accountant _____

Sign. Of Occupant: _____

Sign. Of Manager _____