

EXPRESS GREENS M1 CONDOMINIUM ASSOCIATION

Express Greens, Sector M1, Manesar 122052

Email –expressgreensem1@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 Express GreensM1 Condominium Association 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 expressgreensem1@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 2nd 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)

EXPRESS GREENS M1 CONDOMINIUM ASSOCIATION

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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 M1, Manesar 122052

PARTICULARS OF RESIDENT

Apartment No. _____

Date: _____

Name:-

Name:-

Name:-

Name:-

Name:-

Name:-