

Orchard 126 Association of Apartment Owners

Registration No: 003272022 of 2022

126F B. T. Road, Agarpara, Kolkata - 700109



New Tenant Residency Approval Form

Name of the Tenant: Mr./Ms.

Name of the Owner: Mr./Ms.

Name of the Co-Owner: Mr./Ms.

Flat No:; **Tower:**

Permanent Address.....

.....

City:; **District:**

State:; **Pin Code:**

Phone No:; **Alternate No:**

Email ID:

Residency Start Date:

Profession:

No of Family Member:

Office Address:

.....

City:; **District:**

State:; **Pin Code:**

Police Verification Report: Positive **Negative**

Signature

Name (Tenant): Mr.

Date: / /20.....

Signature:

NOC – Owner

I/We, Mr./ Ms. and
Mr./Ms. am/ are the
owner and co-owner of the property, located at Orchard 126, 126 F B. T. Road, Agarpara, Kolkata,
700109, Flat No:, do hereby declare and confirm that I/we have rented the mention flat to
Mr./Ms. for the purpose of residence
only for months from the period starting/...../20..... to/...../20.....
The responsibility of paying the monthly CAM charges and any other charges or subscription for my
flat will be with me/us only.

Name (First Owner): Mr./Ms.
Date:/...../20.....
Signature:

Name (Co-Owner): Mr./Ms.
Date:/...../20.....
Signature:

NOC – FM Team

There is Recovery/ No Recovery from Owner/Last Tenant because of damage to any
facilities of the housing complex.

Recoverable Items (If any)

- 1. **Item:**: **Amount:**
- 2. **Item:**: **Amount:**
- 3. **Item:**: **Amount:**

Total Recoverable Amount:

Name (FM Team Member): Mr./Ms.
.....

Date:/...../20..... **Signature:**

NOC - Treasury Team

CAM Paid (Till Month):

CAM Due (Months):

Total CAM Due Amount:

Total Cultural Subscription Due Amount:

Acknowledgement:

Due CAM amount of Rs./- received on...../...../20.....

Due Cultural Subscription amount of Rs./- received on/...../20.....

Other Recoverable Amount of Rs./- received on/...../20.....

Mode of Payment:

Name (Treasury Team Member):

Date:

Signature:

Legal - NOC

Remarks

.....
.....
.....
.....
.....

Approved

Rejected

Name (FM Team Member): Mr./Ms.

Date:/...../20.....

Signature:

Approval – President/Vice-President/Secretary

Remarks

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.....
.....
.....
.....

Approved

Rejected

Stamp

Name: Mr./Ms.

Date:/...../20.....

Signature:

Declaration – New Tenant

I will go through the SOP and abide by all the rules and regulations of Orchard 126. I will not create any nuisance or any wrongful activity in the housing complex that may compel the Association of Apartment Owners to force me to vacate the flat.

Name: Mr./Ms.

Date:/...../20.....

Signature:

Documents Submission – Check List

Copy of the following documents needs to be provided by the New Tenant

- POI (Aadhaar Card/Voter Card/Passport/Pan Card):
- POA (Aadhaar Card/Voter Card/Passport):
- Proof of Employment:
- Police Verification Report:
- CAM Charges Payment Receipt (Current Months Receipt)

Reference (To be provided by Tenant)

Reference 1:

Name: Mr./Ms.

Address:

Phone No:

Email Id:

Reference 2:

Name: Mr./Ms.

Address:

Phone No:

Email Id:

Security Deposit

Security deposit payment of Rs. 5,000/- (Rupees five thousand only), fully refundable in case of no damage to any amenities of the housing complex while shifting the household goods. There will be deductions from the security deposit in case there is damage to any amenities of the housing complex during the shifting process.

Payment Details

Amount: Rs......

Mode of Payment:

Payment Date: Date:/...../20.....

Receipt Acknowledgement (FM)

Name: Mr./Ms.

Date:/...../20.....

Signature:

GATE PASS

Orchard 126 Association of Apartment Owners

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126F B. T. Road, Agarpara, Kolkata - 700109



(Gate Pass need to be produced in original at the “IN” Gate on the day of shifting)

Mr./Ms.

tenant of **Mr./Ms.**.....

and **Mr./Ms.**

is approved to shift to flat number

Shifting Date:/...../20.....

Shifting Time: 10 a.m. to 5 p.m.

Note For Tenant

- *The original KYC document needs to be shown at the gate along with the gate pass at the “IN” gate and FM*
- All people associated with the shifting activity need to produce KYC documents and get registered at the “IN Gate” to get access to the housing complex.
- The tenant needs to meet the FM in the FM office before the start of the shifting activity and get signed off for damage/ or no damage to amenities to get the security deposit refunded.
- The tenant can only use the goods lift (the bigger lift) for the shifting activity.
- The tenant needs to meet the Board of Managers on the first Sunday after shifting.

FM Signature

Name: Mr.

Date:/...../20.....

Signature:

Stamp of the Orchard 126