

Orchard 126 Association of Apartment Owners

Registration No: 003272022 of 2022
126F B. T. Road, Agarpara, Kolkata - 700109



Tenant Flat Vacant Information Form

Name of the Tenant: Mr./Ms.

Flat No:; Tower:

Phone No:; Alternate No:

Email ID:

Flat Vacant Date: /..... /20.....

Signature:

NOC – FM Team

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

Recoverable Items (If any)

1. Item:: Amount:

2. Item:: Amount:

Total Recoverable Amount Received:

Name (FM): Mr./Ms.

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

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: Cash/Cheque/Online

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

Receipt Acknowledgement (FM)

Name:

Signature:

Date:

GATE PASS

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

Mr./Ms.

Tenant of **Mr./Ms.**.....

and **Mr./Ms.**

is approved to shift from flat number:

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

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

Note For Tenant

- 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.

FM Signature

Name: Mr.

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

Signature:

Stamp of the Orchard

