

WESTEND HEIGHTS CONDOMINIUM ASSOCIATION
CLEARANCE FOR SHIFTING IN/OUT

(Transshipment of household Luggage/Packed Baggages for in/out must be restricted between 10.00AM. to 6.00PM. preferably through Basement only).

Apt. No. Shifting Date (IN/OUT)Time
.....
Name of Occupant.....Owner/Tenant

- 1 Any Outstanding Dues (should be cleared before shifting IN/OUT)
 - a- Maintenance Charges - Rs.....
 - b- Electricity Charges (Including initial Charges) - Rs.....
 - c- IBMS - Rs.....
 - d- WHARF - Rs.....
 - e- Any Other dues - Rs.....
- 2 Incase of Tenant (following documents to be submitted with condominium office before shifting-IN only)
 - a- Copy of signed lease Agreement (Yes/No).....
 - b- Authorisation Letter from Owner in favour of Tenant for collection of Car Sticker, Access Cards, Letter Box Key other Common facilities etc. (yes/No).....
 - c- Copy of Police Verification of Tenant (Yes/No).....
4. Allotted car sticker to be returned at the time of vacation of Apartment.....
- 3 Signature of Property Owner should be match with condominium office records (Yes/No)...
Allotted car sticker to be returned at the time of vacation of apartment (Yes/No.).....
5. **Any damage to Building/ Common Area/ Equipment/ Lifts will be the responsibility of the Owner/ Tenant and the repair/ replacement charges will be billed on actual to the Owner/ Tenant.**

Signature (Occupant)

(FOR OFFICE USE ONLY)

The above points were checked & found correct as per record available with us. Allowed for shifting IN/OUT

Signature (WHCA)
(Account/Office)

Signature (WHCA)
(Security)