



CIN-U70100MH1997PLC106903 NRI Complex,
Sector 54, 56, 58, Nerul, Navi Mumbai-400706
Tel: 022-35593055 Email: manageradmin@nricomplex.in, managerbackoffice@nricomplex.in

Seawoods Estates Ltd.

MOVING IN INSTRUCTIONS FOR LEASE TENANTS

MONDAY OFFICE CLOSED

The following procedure is to be followed by all flat Owners/ Power of Attorney Holder members / Tenants for moving inside the NRI complex with immediate effect.

1. **All flat owners / Tenants desiring to move in & move out the complex are to report to the office of the Estates Manager at least 72 hrs. in advance of the date and time of planned move with the following:**
 - a. An application addressed to the Chief Estate Manager for moving in.
 - b. Copy of Transfer letter / Possession receipt, Agreement of Sale (of owner), Lease Agreement (of lessee / tenant).
 - c. Xerox copies of Power of Attorney (if appointed) duly notarized/ attested by consulate general in case of owner staying outside India and by competent authority in case of owner staying in India along with copy of passport / election I card / pan card or signature verification certificate from banker (for Power of Attorney).
 - d. Copy of passport /Aadhar Card / PAN card / Ration card / Election I Card or signature verification certificate from banker (of lessee / tenant)
 - e) NOC of lessee / Tenant are **compulsory from NRI Police station.**
 - f) A refundable cheque / DD for Rs. 5,000/- in favor of “**Seawoods Estates Ltd**”
 - g) Tenant has to pay Rs. 5000/- + GST, Total Rs. 5900/- for Moving in Charges. **It is Non-Refundable.**
2. **M & R & BR charges of the said flat to be cleared up to date.**
3. **Moving in the complex is permitted between 8.00 AM to 6.00 PM only and all the activities must close by 8.00 PM. These timings are to be strictly adhered to by all.**
4. Roving Security Supervisor and Building Attendant for the building is to inspect lift, staircases, tube lights etc. up to the desired floor before allowing luggage to be taken in and note any damage already existing and counter signed by the member moving in.
5. No heavy items e.g. furniture, refrigerators, T. V.'s etc. beyond the dimension of 3'-6" Lx 2'-9" Wx 5'8" H is permitted to be taken in the lifts. Item weighting beyond 50 Kg's are also not to be taken in the lift.
6. Persons moving are to ensure that no damage takes place to the staircases and lifts, if any damage takes place, the amount will be deducted from the deposit.
7. After Moving In is completed. A written application addressed to the Chief Estate Manager for refund of cheque / DD is to be submitted. Security Supervisor and Building Attendant is to reinspect the lift, stair cases and lifts etc. and report damage if any in writing with countersignature of the member moving in for affecting recovery of cost of damaged items. If damage exceeds Rs. 5,000/-, the member is responsible to pay the balance amount to the estate office.
8. Building Attendant or any other staff of Seawoods Estates is not to be used for lifting the luggage. If any staff member is found lifting the luggage, his service will be suspended.
9. No request from members or their agents will be entertained for moving in on urgent basis, if the criteria are not met.
10. Security officer is to ensure strict compliance of above instructions.

11. Submit 2 Passport photos with KYC for Identity Card.
12. Effective 1st January, 2018 all permission to the tenancy will be subject to owner & tenant, in case of default in payment of M&R & BR charges, the tenant shall be responsible for payment of pending dues to SEL out of monthly rentals.
13. I have read all instructions & agree to abide by rules of instructions.
14. SEL Bank Account details are as follows:

Bank A/c. Name	:-	Seawoods Estates Ltd.
Bank Name	:-	ICICI Bank
Bank Branch	:-	Belapur
Account No.	:-	087305005400
IFSC Code	:-	ICIC0000873
Type of A/c	:-	Current Account

Note: Please inform to us by E-mail that the amount had transfer to Our Bank account, mentioning transactions ID.

Please put Bldg./Flat no. while transferring in description head.

Our Mail id: - headaccounts@nricomplex.in , assistaccounts@nricomplex.in

Approved By,

For Seawoods Estates Ltd.

Building No./ Flat No. _____

Chief Estate Manager

Accepted all the above conditions: Approval No.: SEL / Move / IN / 20 / /

Dated: / / 20

OWNERS:

Name:

Office Address:

Permanent Address:

Occupation:

Mobile No.:

No. of Family Members:

Landline No.:

Email Id.:

TENANTS:

Name:

Office Address:

Permanent Address:

Occupation:

Mobile No.:

Landline No.:

Email Id.:

Signature of Flat Owner/ POA

Signature of LEASEE/ TENANT

For Official Use

Updated in Apartment Adda: Yes No **Sign by:** _____

Date: _____

CC to: Security officer – For information & record.