



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 OUT INSTRUCTIONS

MONDAY OFFICE CLOSED

The following procedure is to be followed by all flat owners / lease tenants / corporate members for moving outside the NRI complex with immediate effect.

1. All flat owners / lease tenants /corporates desiring to 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.

2. An application addressed to the Chief Estate Manager for moving out.

a) Authorized letter from owner / bankers (if tenant is moving out) stating he acknowledges the moving out of the Lessee / Tenant.

b) Transfer letter/ lease agreement Xerox copies only.

c) Submit Entry Pass & Car Sticker.

d) A refundable Cheque/DD for Rs.5,000/- in favor of Seawoods Estates Ltd.

e) Owners, Corporate & Tenant has to pay Rs.5000/- + GST Total Rs. 5,900/- for Moving out Charges, **It is Non Refundable.** SEL bank account details as follow: -

a.

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

Phone No: 9137154867.

b.

3. Passport, election Card, Aadhar Card, Driving Licenses identity card **compulsory.** Xerox copies of Power of Attorney (if appointed) duly notarized/ attested by consulate general incase 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).

c.

4. **M & R charges to be clear up to date.**

5. **Moving out from the complex is permitted between 8:00AM to 6:00 PM only and all the activities must close by 8 PM. These timings are to be strictly adhered to by all.**

6. 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 out.

7. No heavy items e.g., furniture, refrigerators, T. V.'s etc. beyond the dimension of 3'-6" Lx 2'-9" W x 5'8" H is permitted to be taken in the lifts. Item weighting beyond 50 Kg's is also not to be taken in the lift.
8. Persons moving are to ensure that no damage takes place to the staircases and lifts and if any damage takes place, the amount will be deducted from the deposit.
9. After Moving In is completed. A written application addressed to the Chief Estate Manager For refund of cheque / DD is to be submitted at the office.
10. 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.
11. 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 out 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.
12. No request from members or their agents will be entertained for moving out on urgent basis, if the criteria are not met.
13. Security officer is to ensure strict compliance of above instructions
14. **I have read all instructions & agree to abide by rules of instructions.**

For Seawoods Estates Ltd.

Chief Estate Manager

Building / Flat No.: _____

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

Name:

Occupation:

Office Address:

Mobile No.:

Landline No.:

Post Address:

Permanent Address:

No. of family Members:

Email Id:

Signature of Flat Owner / Tenant / POA

For Official use

Updated in Apartment Adda: Yes, No Sign: _____

C. C.: Date: _____

Security officer – For information & record.