

Park View Ananda

ENTRY FORM

*(Form should be filled in **duplicate**. One copy will be retained by the occupier and the other copy will be preserved for office record purpose.)*

To,
Maintenance Office,
Bestech Park View Ananda,
Sector 81, Gurgaon, 122004

Please affix passport
size photograph of
the occupier here

Subject: **Request to move into Park View Ananda Residential Complex as a resident Owner/Tenant of**

Flat No. _____

Dear Sir,

With reference to the above subject, I would like to provide you with the following information to facilitate my occupation of the flat. **Move in time will be 9.30 AM to 5.30 PM, preferably Monday to Saturday.**

Name of the Occupier: _____

Father's /Husband's Name: _____

Proposed date of occupation: _____ Total members/family members _____ occupying.

Permanent Address: _____

Email ID: _____ Res: _____ Mobile: _____

Since I own _____ Cars, I would need an entry permit to park at the allotted parking space in the premises, kindly issue me a permit to park my car in the premises. Car sticker issue form duly filled is attached.

(I understand, that after due verification of the information I have provided, you will issue the requisite stickers.)

Resident/s are requested to visit Maintenance office and get their contact number registered at our help desk Monday to Sunday 9:30 am to 5:30 pm to have an access on the Society Connect App and can have all site related information on their gadget/s.

Request all Resident/s to register their complaints through Society Connect App to keep a track on the updates.

I agree to get I-cards made for my drivers and servants employed by me during my stay in the complex within next 48hrs. I will also get their Police Verification done at the earliest.

I understand that I shall have to pay for all damages caused by me to the common area or lifts during shifting in to the flat & after.

I understand parking rules of Ananda and I shall have to pay for all penalties against car parking rules/caused by me during live in to the flat.

I have read & understand the Rules & Regulations mentioned overleaf and I cannot challenge if I am breaking any rules.

Move In charge Receipt No.

Rs.

Receipt .Date:

Recd by:-

In case of Tenant:

Please submit a copy of “Rent Agreement”& provide following details

Name of the Flat Owner: _____

Permanent Address: _____

Contact Nos.: Office : _____ Res. : _____ Mobile: _____

S.no	Occupier Family Members Detail	Age	Sex	Relation	Blood Group

Reference through:-

Move-In/Move-Out Documents Checklist:-

1. Rent Agreement	Yes/No	Move out information required one week, before to maintenance office through Owner registered email Id.
2. Police verification	Yes/No	Meter balance positive
3. Addhar Card/ID	Yes/No	Car Sticker remove
4. Move in Charge	Yes/No	Gas dues
5. Owner Confirmation mail	Yes/No	Club Card/Access Card
6. One Photo	Yes/No	Any Other:-
7. Medical or Vaccination Certificate	Yes/No	Move out Timing 9:30 AM to 5:30PM(Monday to Saturday)

Note: - Please be informed that to you ,as per Govt. Rules against COVID-19 maximum three labourers will be allow for work at Society/Flats and also kindly make sure property should be used for residential purpose ,not for commercial use as per society norms.

Yours sincerely,

Signature

Date:-

“Welcome to Ananda Family and we are always supporting to you with our best services”

Bestech Park View Ananda

Sector-81 Gurugram Haryana-122004