



Indiabulls Centrum Park, Sector 103, Gurgaon

Annexure III

Clearance For Move In/ Out (IBCP)

(Transshipment of household Luggage/ Packed Bag gages for in/out must be restricted between 09.00 AM to 06.00 PM preferably through Basement only)

Apartment Number. _____ Shifting Date (IN/OUT) _____ Time _____

Name of Occupant _____

Name of Flat Owner _____

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) Any other dues - Rs. _____

e) **Moving out Charges for tenants Rs. 2000/-**

Date/Time....., Transc. No.....

2. In case of Tenant (following documents to be submitted with Condominium Office before Shifting– IN only)

a) Copy of Signed lease Agreement (Yes/ No) along with owner approval mail for tenant move-in. _____

b) Authorization letter from Owner in favour of Tenant for collection of Car Sticker, Other Common facilities. (Yes/ No) _____

c) Copy of Police Verification of Tenant/ Passport & FRR for (Yes/No) _____ Foreign nationals

3. Signature of Property Owner must match with Condominium Office records (Yes/No) _____

4. Allotted car sticker to be returned at the time of vacation of Apartment (Yes/No) _____

CAR/TAG (PARK PLUS) NO.....

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 (Accounts)Remarks.....

Signature (CRM)Remarks.....

Signature (FSO).....Remarks.....

Estate Manager.....Remarks.....