

PINNACLE CONDOMINIUM ASSOCIATION
CLEARANCE FOR SHIFTING IN/ OUT

Date: _____

(Transshipment of household Luggage/ Packed Baggage's for in/ out must be restricted between 8.00 AM to 8.00 PM Preferably through stilt only)

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

Name of Occupant _____ Owner/ Tenant _____

1. Any Outstanding Dues (should be deared before shifting IN/ OUT)

- a) Maintenance Charges - Rs. _____
- b) Electricity Charges (Including Initial charges) - Rs. _____
- c) IBMS - Rs. _____
- d) Any other dues - Rs. _____

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)

- b) Authorization letter from Owner in favor of Tenant for collection of car Sticker, Access Cards, Letter Box Key & Other Common facilities. (Yes/ No)

- c) Copy of Police Verification of Tenant/ Passport/ FRRO (Yes/ No)

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

4. Allotted car sticker to be returned at the time of vacation of Apartment (Yes/ 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 (PCA)
(Accounts/ Office)

Signature (PCA)
(Security)

