



# BRIGADE GATEWAY APARTMENT OWNERS' ASSOCIATION

## FORM-2

### NO OBJECTION / NO DUES CERTIFICATE FOR MOVING IN

#### APPLICANT INFORMATION (ALL FIELDS ARE MANDATORY)

Mr/Mrs. \_\_\_\_\_ Aadhar No. \_\_\_\_\_

Permanent Address \_\_\_\_\_

Nationality \_\_\_\_\_ Email ID. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Apartment No. \_\_\_\_\_ Request Date: \_\_\_\_\_

Signature of the Moving-In person(s): \_\_\_\_\_

#### CONTACT DETAILS OF THE OWNER

Mr/Mrs. \_\_\_\_\_ Nationality \_\_\_\_\_

Email ID. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Local Address \_\_\_\_\_

Check list (Verified by Estate Office Manager)	Compliance		Verified
	Yes	No	
1. Is the applicant or his landlord a new owner?	Yes	No	
a. Has Transfer fee been collected?	Yes	No	
b. BGAOA Member Registration Consent Form completed?	Yes	No	
c. Has a copy of New Sale Deed been collected	Yes	No	
d. Special Power of Attorney Signed, Verified, Collected for BGAOA Registration?	Yes	No	
2. Maintenance Dues Paid and Verified	Yes	No	
3. Move In Charges of Rs.1500/- Paid	Yes	No	
4. RFID / Card Sticker charges Paid	Yes	No	
5. Tenancy Agreement Copy, if applicable	Yes	No	
6. Tenant Registration form filled-in and received	Yes	No	
7. Is the Applicant a Foreign National? If yes Collect Names of Family members, Photos, Passport, Visa & Resident Permit from FRRO (PIOs excluded)	Yes	No	
8. Confirm that intended usage is not for Guest house / Service Apartment / Commercial purposes. If Yes, Strictly not be permitted.	Yes	No	
9. Welcome Kit handed over to New Owner /New Tenant	Yes	No	
10. Applicant has "no objection" if the association chooses to conduct a background verification on the moving-in person(s)	Yes	No	

**Note :Any "Moving In" Clearances require minimum of 15days Notice.**

The New tenant will be required to complete the background verification check. The Estate Office personnel will facilitate this process. The outcome of the background verification will be available within 15days of the application. The proposed tenant will be permitted to Move in only after receipt of satisfactory report. This is as per local police directives.

Signature of the Owner/s \_\_\_\_\_ Date \_\_\_\_\_

Name of the signatory : \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

No Objection to Move-in on \_\_\_\_\_ Receipt No: \_\_\_\_\_

Entered in the computer resident database : YES/NO

Verified the resident database entries : YES/NO

Signature of EM:

Stamp of BGAOA:

Signature of Accounts Manager