Internal memo no. 914/126 – Sales Division Date: 6-11-2024

Subject: Periodic inspection of model flats, common amenities and clubhouse.

Keywords: Inspection, Model flats, common amenities, clubhouse.

Site engineers are not aware of the importance of maintaining model flats, site office, sales office, common amenities, clubhouse, open areas, etc., in tip-top condition. This effects sales. To correct the situation sales team shall be responsible for periodic inspection of these spaces. They will be required to send an inspection report along with photographs on Viber on a weekly basis. The format for the inspection reports is attached herein.

These inspection reports must be filled by hand, scanned in Pdf and posted in Viber along with photographs.

These reports must be sent every Thursday. In case of holiday or other reasons it can be sent on Friday.

Original reports to be sent to Soham’s desk and filed in sales folder.

Soham Modi.