

Sub.: Occupation / vacation of flats & villas.

The standard procedure for giving occupation of flats and villas or temporary permit to use them shall be as follows:

1. In case of temporary occupation for house warming, puja, interior works, etc., written permission is required from CR.
2. In case of handing over possession of flats and villas written letter of possession is required from CR.
3. In case of tenant occupying a flat or villa an NOC from respective association as prescribed in internal memo no. 914/19 is required before permitting entry of the tenant in the project. This procedure shall be strictly followed in all projects except MFH and GMG I.

Occupants, tenants, owners must be stopped at the main gate of each project to verify the above before permitting them to enter. In case of tenants vacating the flats/villas, they must be stopped at the time of exit to ensure that maintenance charges and other dues are fully paid before they leave the project. Similarly, collect full arrears of maintenance charges at the time of the tenant entering the project.

Any default will result in a fine of Rs. 1,000/- each on the project manager and admin officer at site. Security must be thoroughly trained and any default from their side shall result in a fine of Rs. 2,000/-

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