



Site Office : Sy. No. 19

Mallapur, Hyderabad - 500 076.

+91 91210 21718 ✉ gmr@modiproperties.com

Developed by: Modi Realty Mallapur LLP



**MODI
PROPERTIES**

Head Office: S-4-187/3&4, II Floor, M. G. Road,

Secunderabad - 500 003. ☎ +91 40 66335551,

✉ info@modiproperties.com www.modiproperties.com

To,

Date:

Sub.: Payment of balance due and possession of your flat.

Ref.: Booking for flat no. _____ on _____ floor in block '____' in our project known as 'Gulmohar Residency' situated at Sy. No. 19, Mallapur, Uppal, Hyderabad.

Dear Sir /Madam,

As you are aware majority of the work of all the flats in block '____' at 'Gulmohar Residency' is completed. We shall handover possession of these flats from _____.

It is difficult for us to maintain the flat in a brand new condition for weeks or months and therefore minor works like final coat of paint, polish, installing CP and sanitary ware, etc., have not been completed.

You are requested to come forward and clear all your dues (an account statement is enclosed). We shall handover possession of your flat completed in all respects within 2 weeks of clearing all dues. You shall be required to give 6 post dated Cheques towards maintenance charges, pay the corpus fund, sign the electricity connection transfer form, sign the Gulmohar Residency Owners Association membership enrolment form and sign the no dues certificate at the time of clearing the dues. Upon completing these formalities, we shall issue a post dated (by 2 weeks) letter of possession to enable our engineers to complete your flat in all respects.

You are further requested to visit your flat and give a written list of works to be completed or complaints, if any. The same shall be attended to and completed within the 2 weeks. Our engineers have been advised to complete the minor works only after receipt of a post dated letter of possession.

In case you fail to pay the dues, complete formalities of taking possession and execute the registered sale deed within 2 months of this letter, we shall be entitled to levy holding charges of Rs. 5,000/- per month till possession is handed over to you.

You may contact Mr. G. B. Ram Babu, Asst. Gen. Manager - Customer Relations (Mobile no: +91-9849648945) or Mr. D. Pavan Kumar, Executive - Customer Relations (Mobile no: +91-9502266277) or at our Head office (Phone no. +91-40-66335551 or e-mail: cr@modiproperties.com) for details regarding your dues and for completing the above formalities.

You may contact Mr. _____, Project Manager (Mobile no: +91-_____) or Mr. _____, Engineer (Mobile no. +91-_____), or our site (Phone no. +91-40-_____) or by e-mail: _____ regarding completion of work and complaints.

Thank You.

Yours sincerely

Anand S Mehta
Partner.

Enclosed: Your Account Statement.

Account Statement

Flat No. _____,
Gulmohar Residency,
Sy. no. 19, Mallapur,
Hyderabad – 500076.

Amount in Rs.

A.	Total sale consideration	
B.	Add: Registration charges ¹ .	
C.	Add: GST, VAT, service tax ²	
D.	Add: A&A charges ³ (negative for refund)	
E.	Add: Other charges ⁴ (negative for refund)	
F.	Total amount payable (sum of A+E)	
G.	Amounts received ⁵ .	
H.	Balance amount due (F - G) ⁶	
I.	Corpus fund payable to Gulmohar Residency Owners Association	

Notes:

1. If registration is not yet complete, registration charges will also have to be paid separately.
2. These are estimates and will be subject to change.
3. Charges/refund for additions and alteration provided may not have been included. They have to be paid for separately.
4. Other charges may apply.
5. Amounts received after _____ may have not been reflected in the above statement.
6. Interest on delayed payment of installments has not been reflected in the above statement and has to be paid separately. Discounts, if applicable, shall be accounted for only after clearing all dues.
7. In case, you have availed a Housing Loan, we request you to arrange for the release of the balance Housing Loan amount in our favour.
8. Maintenance charges are payable from _____ at the rate of Rs. ____/- per month, irrespective of date of possession. Please note that the maintenance charges are payable to Gulmohar Residency Owners Association and not to the Builder.