

Sub.: Occupation and vacating of flats and villas – guidelines.

The following policy shall be strictly followed at all sites from immediate effect.

1. Possession of flats and villas (for the first time) to the owner of the flat or to the tenant can be given only after receiving a scanned copy of possession letter that has been signed by MD. For recently completed flats and villas monthly maintenance charges (MMC) would be collected by CR at HO. However, for flats and villas completed more than 3 months ago – verify arrears of MMC before handing over possession.
2. In all cases where occupants (both owner or tenant) have brought furniture and fixtures for shifting into flats or villas - they must be stopped at the main gate. Entry must be permitted only after verification of arrears of MMC from MMC database/ accountant/ CR. Occupants may be permitted to enter only if there are no arrears of MMC. In case of arrears of MMC collect PDC for the entire amount dated not later than 30 days before permitting entry.
3. The same procedure to be followed whenever occupants (both owners & tenants) are exiting the project with their furniture and fixtures. Do not let them exit until all arrears of MMC are cleared.
4. Tenants must be encouraged to pay arrears of MMC and deduct from owners rent. Most tenants when pressurised would clear the arrears of MMC by adjusting against rent.
5. In case of default in stopping entry or exit the following fine shall be imposed without any waivers.
  - a. Project manager – Rs. 2,500/-
  - b. Admin officer/manager – Rs. 5,000/-
  - c. Security supervisor – Rs. 2,000/-
6. Admin officers/managers at site shall be responsible for updating the MMC database. They will send the copy of updated database to Ashaiya duly signed by respective accountant and admin officer/manager (hard copy or scanned copy by email) before end of each month. Any default will result in a fine of Rs. 500/- on the admin officer/manager.
7. Wherever arrears of MMC exceed 3 months ensure that the following tasks are immediately done:
  - a. Send written notice as per standard format.
  - b. Disconnect generator connection.
  - c. Disconnect water connection wherever easily feasible.
  - d. Bar entry of occupant into clubhouse/swimming pool and such other common facilities.
8. Enclose draft copy of notice.

Soham Modi.

From,  
The Secretary,  
Mayflower Heights Owners Association  
Nagaram.

To,  
Mr. /Mrs. \_\_\_\_\_,  
Address \_\_\_\_\_,  
\_\_\_\_\_.

Date: \_\_\_\_\_.

Sub.: Payment of arrears of maintenance charges for flat no. \_\_\_\_ at Mayflower Heights,  
situated at premises no.3-3-27/1, Mallapur Main Road, Hyderabad.

As a member of Mayflower Heights Owners Association you are liable to pay maintenance charges every month on before the 10<sup>th</sup> of each month. Please note that you have defaulted in payment of maintenance charges and as on date the total arrears of maintenance charges from \_\_\_\_ to \_\_\_\_ is Rs. \_\_\_\_\_/-.

You are requested to clear the above arrears within 7 days of receiving this notice failing which we will take steps to recover this amount including disconnection of water and electricity supply. Hereafter you shall be barred from using the common amenities like clubhouse and swimming pool till such time the arrears are cleared. In case you fail to clear the arrears within 7 days of receiving this notice, legal proceedings will be initiated to recover this amount along with interest @ 2% per month and the cost of all legal proceedings shall also be recovered from you.

In case you are not residing in the said flat, you may the pay maintenance charges by way of post dated cheques. You may send 12 PDCs in advance once a year with the Owners Association.

Thank You.

Yours sincerely,  
For Mayflower Heights Owners Association,

Authorised Signatory.