

To,  
Mrs. Uddagiri Thanooja and Mr. U. V. Ramakrishna  
Flat No. 404, Shree Yash Towers, H. No. 1-10-1/285/6/Y,  
Behind Petrol Pump, Kushaiguda, Hyderabad - 500062.

Date: 23.11.2020

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

Ref.: Booking for villa no. 38 in our project known as "Silver Oak Villas LLP" situated at 11, 12, 14, 15, 16, 17, 18 & 294, of Cherlapally Village, Ghatkesar Mandal, Medhchal – Malkajgiri District (formerly known as Ranga Reddy District).

Dear Sir /Madam,

As you are aware majority of the work of all the villas at 38 is completed. We shall handover possession of these villas from 01-01-2021. The furniture and fittings work for these villas shall be taken up from 01-12-2020.

It is difficult for us to maintain the villa 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 villa 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 Silver Oak Villa 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 villa in all respects.

You are further requested to visit your villa 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. K.Krishna Prasad, Sr. Manager - Customer Relations (Mobile no: +91-9989699536) or Mr. Ch.Venkat Ramana Reddy, Asst. Manager – Customer Relations (Mobile no. +91-9393381666) or Ms. G. Saritha, Executive - Customer Relations (Mobile no: +91-7331180829) or at our Head office (Phone no. +91-40-66335551 or e-mail: [cr@modiproperties.com](mailto:cr@modiproperties.com)) for details regarding your dues and for completing the above formalities.

You may contact Mr.Purshothnam Project Manager (Mobile no: +91-9502177288) or Mr. Chandrakanth, Engineer (Mobile no. +91-9989737196) or by e-mail: [sov@modiproperties.com](mailto:sov@modiproperties.com) regarding completion of work and complaints.

Thank You.

Yours sincerely

**Soham Modi**  
Managing Partner.

Enclosed: Your Account Statement.

### Account Statement

Villa No. 38  
Silver Oak Villas,  
Sy. Nos. 294,  
Cherlapally,  
Hyderabad 500 301.

#### Amount in Rs.

|    |                                                             |             |
|----|-------------------------------------------------------------|-------------|
| A. | Total sale consideration                                    | 54,00,000/- |
| B. | Add: Registration charges <sup>1</sup> .                    |             |
| C. | Add: GST, VAT, service tax <sup>2</sup>                     | 4,86,000/-  |
| D. | Add: A&A charges <sup>3</sup> (negative for refund)         |             |
| E. | Add: Other charges <sup>4</sup> (negative for refund)       | 21,704/-    |
| F. | Total amount payable (sum of A+E)                           | 59,07,704/- |
| G. | Amounts received <sup>5</sup> .                             | 54,50,000/- |
| H. | Balance amount due (F - G) <sup>6</sup>                     | 4,47,704/-  |
| I. | Corpus fund payable to Silver Oak Villas Owners Association | 30,000/-    |

#### 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 23.11.2020 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 01-01-2021 at the rate of Rs. 1.50/- per st. Per month, irrespective of date of possession. Please note that the maintenance charges are payable to Silver Oak Villa Owners Association and not to the Builder.

W