

CAMELLIA APARTMENTS
S.NO 143/2/1/1, S.NO 134/B, PLOT B, BANER PASHAN LINK ROAD,
PASHAN, PUNE - 411021

Email - managercamellia@gmail.com / Tel : 020-25861788

Date - 30th April 2014

NOTICE: Shifting IN and OUT Guidelines

Dear Members,

1. Owners desirous of renting their apartment should submit the below documents to the Estate Manager and seek clearance **before** the intended tenant shifts into Camellia Apartments premises.
 - a. Acknowledged copy from Chaturshringi Police Station, Pune of the Tenant Verification form as per format available on Pune Police website. **www.punepolice.gov.in**
 - b. Registered rental agreement copy.
 - c. Government Issued Photo ID Proof of Tenant/s: either Passport, Driving License, Aadhar Card or PAN Card.

Please note failure to submit Tenant Verification Form is a violation of Police Commissioners orders and Police will be informed accordingly.

2. Owner should clear all outstanding maintenance dues, if any.
3. Before entry of luggage by commercial vehicle, the owner should give at least one day clear notice to the Manager. Once the vehicle is loaded/unloaded, it should move out of Camellia premises immediately. This activity will be permitted only between 8am to 8pm and only one lift will be allowed for light items only.
4. Any damage to the Camellia Apartments property during shifting in/out will be the responsibility of the owner and requisite payment for repair of the damages will have to be made by the owner to Camellia Apartments.

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5. In case of any interior work in the apartment, installation of AC, the owner should inform Estate Manager in writing and complete a separate checklist to seek approval for the same.
6. No interior, civil or painting work is permitted on Sundays; on other days the timings permitted are 8am to 1pm and 2pm to 7pm.
7. Owner has to ensure cleanliness and arrange for the debris, waste and scrap material to be disposed by them. **The housekeeping staff will not clean the same.** Debris, scrap, waste are not allowed to be kept in parking areas or any other common areas of the premises.
8. Owners should ensure their tenants are parking in your designated parking area only. The tenant needs to provide copy of their vehicle registration card while applying for parking sticker. Additional four wheelers of the tenants will not be permitted to park inside the premises.
9. All members, owners, tenants, family members are required to comply with the Camellia Apartments Bye Laws and Guidelines issued.

Camellia Apartments
Authorised Signatory