

ANNEXURE- 4

Name: _____

Contact No: _____

Flat Number: _____

Date: _____

Secretary

Shriniketan CGHS Ltd

Plot No -1, Sector - 7, Dwarka, New Delhi-110075

APPLICATION FOR MOVING OUT OF SHRINIKETAN CGHS

Dear Sir/Madam,

I have been residing in Flat Number _____ wef _____

I intend to move out of Shriniketan CGHS with effect from _____

I have informed and settled all matters with the flat owner (applicable for tenants only)

All society dues have been settled.

You are requested to issue me with a Move-Out security slip.

Thanking You

Yours Sincerely

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Office Checklist

- Master Data Base updated.
- Vehicle Register updated.
- All payments made and money receipts issued.
- Pet Deposit Refunded (if applicable)
- Approval of Secretary.
- Issue of Security Slip

ALL DUES CLEARED.

Date: _____

(Office Manager)

On the basis of Accountant No Dues Certificate.

Approval of the Management for Moving Out

Approved / Not Approved

(Secretary)

Move Out Security Slip

On vacation of Flat Number _____ Mr./Mrs. _____

is hereby authorized to move personal effects out of the complex.

Use of lift is not permitted for carriage of heavy luggage.

Date:

(Office Manager)
