

OHRWA – RESIDENT MOVE IN FORM

S.No. :

Apply Date		Shifting Date	
Tower		Flat No.	
Tenant Name		Mobile No.	
Owner Name		Mobile No.	
Earlier Address (Moving from)			

Move In Process (Process to be completed on shifting date)						
Account Office (Officer Name)	Radius Balance on shifting day	INR				A/c sign & Stamp
	NoC available from Owner	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	RIF received with all document	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	NBH profile made docs uploaded	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	Shifting charges paid	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	OHRWA NOC Approved (Yes/NO)					
Gate Security (CSO/SO Name)	Truck/Vehicle Number					CSO/SO sign
	Truck/Vehicle Entered	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	Any damage on the way (details)					
Tower Security (Guard Name)	Truck/Vehicle details verified	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Tower Security sign
	Tenant Moved In to flat	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	Any damage in tower (details)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Damage Settlement (if any damage)	Damage Assessment (if any)	INR				A/c sign
	Damage Settlement Done	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

Move In Check List (Activities to be completed after shifting date)						
Front Office (Officer Name)	RIF Form Verified & is complete	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Front Office Sign
	Intercom Activated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	Car RFID Tags & Stickers Pasted	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	2-wheeler Stickers Pasted	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	All Club Cards Activated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	NBH Account Activated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	RIF File updated and stored	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

Resident's Endorsement:

I, _____ agree to comply with the Move In process by obtaining NOC from Accounts & flat owner, and getting all society related accounts mentioned in checklist activated. I will take utmost care while shifting my stuff to avoid any damage to tower, lifts or common area. In case any damage while shifting, I will bear the cost of same and make online payment. In case the move-in process is not completed by me, security may with-hold movement of my truck/vehicle at my cost.

Resident's Signature

This document be retained by Tower security and to be handed over to A/c Office for further processing. Security to retain photocopy.

Note: All fields are mandatory to be filled. Mention Not Applicable "(N/A)" in case any of facility is not availed by resident.

Please mail for this id :- "cam@ohrwa.in"