

OHRWA – RESIDENT MOVE-OUT FORM

S.No. :

Apply Date		Shifting Date	
Tower		Flat No.	
Tenant Name		Mobile No.	
Owner Name		Mobile No.	
New Address (Moving to)			

Move Out Check List (Activities to be completed before shifting date)						
Account Office (Name)	Radius Balance on apply date	INR				A/c Sign
	NoC available from Owner	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Front Office (Officer Name)	Intercom Deactivated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Front Office Sign
	All RFID Tags Deactivated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	Car Stickers removed	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	2-wheeler Stickers removed	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	All Club Cards Deactivated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	NBH Account Deactivated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	

Resident's Endorsement:

I, _____ agree to comply with the Move Out process by clearing my dues, obtaining NOC from flat owner, and getting all society related accounts mentioned in checklist deactivated. 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 before moving out of society. In case the move-out process is not completed by me, security may withhold movement of my truck/vehicle at my cost.

Resident's Signature

Move Out Process (Process to be completed on shifting date)						
Account Office (Officer Name)	Radius Balance on shifting day	INR				A/c sign & Stamp
	OHRWA NOC Approved (Yes/NO)					
Tower Security (Guard Name)	Truck/Vehicle Number					Tower Security sign
	Flat Vacated	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
	Any damage in tower (details)					
Damage Settlement (if any damage)	Any damage on the way (details)					A/c sign
	Damage Assessment (if any)	INR				
	Damage Settlement Done	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Gate Security (CSO/SO Name)	Truck/Vehicle details verified	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	CSO/SO sign
	Tenant Moved out of society	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	
Resident's confirmation	I have settled all my dues with OHRWA & flat owner and taken out all my stuff from the society gate. I have no claim whatsoever on OHRWA.					Resident's sign

This document be retained by Gate security and to be handed over to Front Office for storing it in RIF. Security to keep photocopy i

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