



PARAS TIEREA APARTMENT OWNER'S ASSOCIATION

Move-Out

(Residential Site)

Tower no: _____ Flat no: _____

PART I (OWNER DETAILS)

OWNER NAME..... OWNER CONTACT NO.....

OWNER EMAIL ID.....

PART II (TENANT DETAILS)

TENANT NAME.....TENANT CONTACT NO.....

TENANT EMAIL ID.....

Move in, move out, internal shifting Documents submit atleast before 3 days of shifting.

Submission 10:00 TO 12:30PM

Gate Pass Timing 04:00 To 05:00 pm

Tuesday Office Closed

All Dues must be clear before moving in Apartment along with Move-Out for all moves on the same floor of the tower or different tower. Shifting-In/Out to be completed between 10:00AM to till 05:00PM (Except Sunday & Public Holidays) Silence Hours 02:00PM to 04:00 PM, We benchmarked the rate.

Official mail id for correspondence -ptaoa137noida@gmail.com

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NOC for Move-Out

Date ___/___/___

Occupied by Owner () Tenant ()

Name: _____ Contact No: _____

Tower No. _____ Flat No _____ Energy Meter Serial Number: _____

Initial KWH/ KVAH Reading:

GRID:

DG:

Payment Mode-Credit /Debit Card and UPI

Move-out charges @Rs.2500/-**Outstanding Details: -**

- a. Maintenance Dues _____ b. Electricity Dues _____ c. CAE _____
d. Any other Dues _____ e. Club Dues _____
f. Society Application: - Deactivated ()
g. RFID Tags / Sticker – Returned ()
▪ All payments to be made via Card / UPI transfer.
▪ No cash payments are accepted under any circumstances.

Account

CRE

EM

❖ Wherever Applicable

.....X.....cut here.....X.....X.....

To be submitted at Security Main Gate

Date ___/___/___

This is to certify that Mr. /Mrs. /Ms. _____ Tower _____ Flat _____ has Completed all the formalities for Move Out as owner () tenant (), and permitted to Move Out.

S No.	Description	Yes	No
1	Owner's confirmation mail.		
2	Previous outstanding.		
3	Move-Out charges paid.		
4	Internal Shifting charges paid (As per complex guidelines).		
5	Water Supply temporarily closed (Responsibility of resident).		
6	Electricity supply temporarily closed (Responsibility of resident).		
7	Gas connection temporarily closed (Responsibility of resident).		
8	All communication groups/applications related to society such as WhatsApp/digital application should be exited before Moving out.		

Sign. OWNER

Sign. TENANT

Sign. CRE

Sign. EM