

Uptown Condominium Owners Welfare Association

Ireo Uptown, Sector – 66, Golf course extension road Gurugram – 122101
Phone No. - 0124-4917991 (60015) & 4914132 (60005), Email: accounts@utrwa.com
Web: www.utrwa.com, Email: helpdesk@utrwa.com

NOC for Move-in

Date:/...../.....

This is to certify that Mr. /Mrs. /Ms.apartment No.-.....has completed all formalities for shifting-in as owner / tenant and is permitted to take-in his luggage to Uptown Condominium.

Note: Shifting is to be completed between 09:00 AM to 06:00 PM only.

Check List:

Sr. No.	Description	Yes	No.	Department	Signature/Remark
1.	Owner's confirmation mail			Admin/Account	
2.	Previous out standing			Account	
3.	Tripartite agreement			Admin	
4.	Annexure - 01			Admin	
5.	Annexure – 02 & 03			Admin/Helpdesk	
6.	Police verification			Admin	
7.	Move-in charges			Account	

Checked / Verified by
(Security Officer)

Authorised Signatory
(Estate Manager)

Note: After all verification, these all documents will be updated in system by Admin Manager