



Uptown Condominium Owners Welfare Association

Registration No. HR01820151707

Ref No.

List of mandatory documents before Shifting/Moving in Apartment:-

Documentation needs to be submitted 2 days prior shifting in Apartment

1. Email from Apartment Owner's registered id regarding tenant shifting in his apartment to Admin Manager at facilityadmin@utrwa.com & Estate manager at estatemanager@utrwa.com and Accounts Department at accounts@utrwa.com
2. All Dues must be clear before moving in Apartment.
3. Copy of Lease Deed (Preferably Registered or Notarized).
4. Tripartite Lease Agreement on Stamp Paper of Rs.200/-.
5. Annexure- 1 for Resident Information (To be filled in Estate Office).
6. Annexure-2 for domestic help (To be collected from Estate Office & deposited back).
7. Annexure-3 for Vehicle information (To be collected from Estate Office & deposited back).
8. Annexure-4 for Pets information (To be collected from Estate Office).
9. Photocopy of Photo Id and permanent address proof & one Passport Size photograph of lessee.
10. Moving in charges cheque of Rs.4000/- in favour of "**Uptown Condominium Owners Welfare Association**"
11. Police Verification from sector 65, Gurugram Police station.
12. No Cash payment will be accepted in any circumstances.
13. Timing for vehicle and movers & packers entry and exit: 09.00 am to 06.00 pm.

Contact Accounts Department : +91-124-4917991
Contact Help Desk : +91-124-4913142