

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-Out

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

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

Note: Shifting is to be carried out 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.	Readings on: Date:/...../..... Time: Mains Reading: DG Reading: Available Balance:			Account/Technical	
3.	All Dues or outstanding			Technical/ Account	
4.	Other Bill (Challan/Penalty)			Account	
5.	Move-Out charges			Account	
6.	Car Sticker			SO/Helpdesk	
7.	Car RFID			SO/Helpdesk	
8.	Access Card			SO/Helpdesk	
9.	Gas Bill NOC			Account	
10.	Club Bill NOC			Account	

Note: NOCs of Gas & Club charges to be taken from Embrace Gas representative and Club manager and are to be submitted by resident in Estate office.

Checked / Verified by
(Security Officer)

Authorised Signatory
(Estate Manager)