

INTIMATION OF SALE / TRANSFER / LEASE / MORTGAGE

To,
The President,
Board of Managers,
Kendriya Vihar II Apartment Owners' Association,
169, Badra North, Shaktigarh, Birati, Kolkata - 700051

For Office Use: AOA/TRSL/

Sir,

I / We would like to inform you of our intention to sale / transfer / lessee / mortgage the property as mentioned below: -

Name of the owner(s)	1) 2) 3)
Description of Property	Block: _____ Flat: _____ Parking: CS _____ under Block: _____
Name of intended purchaser / transferee / lessee / mortgagee	1) 2) 3)
Address of intended purchaser / transferee / lessee / mortgagee	
Contact No. and Email Address of intended purchaser / transferee / lessee / mortgagee	
Actual / Expected Date of Conveyance	

I / We certify that the purchaser / transferee / lessee mentioned above is / are aware of all the rules and regulations of the society. The purchaser / transferee / lessee have been made aware of the financial liabilities / dues towards the association. All relevant documents as required are also submitted along with the application.

Date:

- 1)
- 2)
- 3)

Signature of the owner(s)

To,

Shri / Smt. / Ms. _____

Block: _____, Flat: _____, Car Parking: _____ under Block: _____

Kendriya Vihar Phase – II,
169, Badra North, Shaktigarh, Birati,
Kolkata – 700051

Sub: Acknowledgement of intimation by seller / leaser / transferor / mortgager

Sir / Madam,

I acknowledge to have received your application No. AOA/TRSL/_____, dated _____, where you have expressed your intention to sale / lease / transfer / mortgage your property. We thank you for your patronage till now and would like to inform you that your current liabilities towards Kendriya Vihar II Apartment Owners' Association is Rs. _____.

(in words: Rs _____ only).

You are requested to make the purchaser / lessee / transferee aware, that all liabilities will be automatically transferred to the purchaser / lessee / transferee with the execution of the conveyance deed. [Not relevant for mortgage]

The association record would be duly updated on final submission of the conveyance deed.

Date:

[Tapas Kumar Chakravarty]
[President]
[Kendriya Vihar II Apartment Owners' Association]

[Reg. No. 000712019 of 2019]

INTIMATION OF PURCHASE / TRANSFER / LEASE

To,
The President,
Board of Managers,
Kendriya Vihar II Apartment Owners' Association,
169, Badra North, Shaktigarh, Birati, Kolkata - 700051

For Office Use: AOA/TRPU/

Sir,

I / We would like to inform you that I / we have taken over as purchaser / transferee / lessee, the property mentioned below: -

Name of the original owner(s)	1) 2) 3)
Description of Property	Block: _____ Flat: _____ Parking: CS _____ under Block: _____
Name of purchaser / transferee / lessee	1) 2) 3)
Address of purchaser / transferee / lessee	
Contact No. and Email Address of purchaser / transferee / lessee	
Date of Conveyance	

I / We certify that as a purchaser / transferee / lessee, I / we have been made aware of all the rules and regulations of the society. I / we understand that I / we have taken over all financial liabilities of the concerned flat towards the association from the date of execution of the conveyance deed. All relevant documents as required are submitted along with the application.

Date:

- 1)
- 2)
- 3)

Signature of the purchaser(s) / transferee(s) / lessee(s)

To,

Shri / Smt. / Ms. _____

Block: _____, Flat: _____,

Kendriya Vihar Phase – II,
169, Badra North, Shaktigarh, Birati,
Kolkata – 700051

Sub: Acknowledgement of intimation by purchaser / lessee / transferee

Sir / Madam,

I acknowledge to have received your application No. AOA/TRPU/_____, dated _____, where you have informed the board of managers about your purchase / lease / transfer of property (Block: _____, Flat: _____, Car Parking: _____ under Block: _____). I would like to take this opportunity to welcome you to Kendriya Vihar Phase – II, Kolkata and inform you that your current liabilities towards Kendriya Vihar II Apartment Owners' Association is Rs. _____. (in words: Rs. _____ only). It is a pleasure to inform you that the association record has been duly updated in your name.

Please nominate the member of the association in accordance to Rule 3. (1) (c) under WBAO Bye Laws, 1974 using relevant application form [For joint purchaser / lessee / transferee]

Date:

[Tapas Kumar Chakravarty]
[President]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. 000712019 of 2019]

INTIMATION OF NOMINATION FOR ASSOCIATION WORK

To,
The Secretary,
Board of Managers,
Kendriya Vihar II Apartment Owners' Association,
169, Badra North, Shaktigarh, Birati, Kolkata - 700051

For Office Use: AOA/NOM/

Sir,

We would like to inform you that we are the joint owners of the property in Block: _____,
Flat: _____ and Car Parking: _____ under Block: _____ in Kendriya Vihar
Phase – II, Kolkata. We request you to register the below name as the member of Kendriya Vihar
II Apartment Owners' Association who is authorized to perform all actions on our behalf.

Name of the member: Shri / Smt. / Ms. _____

Address of the member: _____

Contact No. of the member: _____

Email Address of the member: _____

Date:

- 1)
- 2)
- 3)

Signature of the owner(s)



KV2K
KOLKATA

KENDRIYA VIHAR II
APARTMENT OWNERS' ASSOCIATION

Reg. No. 000712019 of 2019

To,

Shri / Smt. / Ms. _____

Block _____, Flat: _____,

Kendriya Vihar Phase – II,
169, Badra North, Shaktigarh, Birati,
Kolkata – 700051

Sub: Acknowledgement of nomination of member

Sir / Madam,

I acknowledge to have received your application No. AOA/NOM/_____,
dated _____ along with all relevant documents and the member's register has been
accordingly updated. I would like to take this opportunity to welcome you as a member of
Kendriya Vihar II Apartment Owners' Association.

Date:

[Parikshit Basu]

[Secretary]

[Kendriya Vihar II Apartment Owners' Association]

[Reg. No. **000712019 of 2019**]

To,

Shri / Smt. / Ms. _____

Block _____, Flat: _____,

Kendriya Vihar Phase – II,

169, Badra North, Shaktigarh, Birati,

Kolkata – 700051

Sub: Acknowledgement of receiving of Application Form

Sir / Madam,

I acknowledge to have received your application No. _____ along with all relevant documents without verification. After scrutinizing your applications and documents, you will be duly intimated by the representative of Board of Managers of Kendriya Vihar II Apartment Owners' Association.

Date:

[Office Admin]

[Kendriya Vihar II Apartment Owners' Association]

[Reg. No. **000712019 of 2019**]

To,

Shri / Smt. / Ms. _____

Block _____, Flat: _____,

Kendriya Vihar Phase – II,

169, Badra North, Shaktigarh, Birati,

Kolkata – 700051

Sub: Acknowledgement of receiving of application Form

Sir / Madam,

I acknowledge to have received your application No. _____ along with all relevant documents without verification. After scrutinizing your applications and documents, you will be duly intimated by the representative of Board of Managers of Kendriya Vihar II Apartment Owners' Association.

Date:

[Office Admin]

[Kendriya Vihar II Apartment Owners' Association]

[Reg. No. **000712019 of 2019**]