

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)

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)

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)