

Tab 1

Pre Move-in Readiness Steps

In order to verify a bona fide resident (villa owner or tenant) and qualify them for move in, the Association/Adarsh Security and Maintenance needs the following, (at least 3 business days prior to the move of an owner or a tenant).

1. Resident Verification:

For a Tenant: A copy of Rental Agreement with the owners signature/s and the start and end dates of the lease clearly called out. Soft or hard copies may be submitted to the maintenance manager.

For an Owner: A copy of the Sale Deed (or a Sale Agreement – if the registration has not been completed) calling out the date of possession handed over to the owner. Soft or hard copies may be submitted to the maintenance manager.

2. Villa past dues clearance:

If there are any outstanding dues on the Villa, the maintenance office will issue a *Villa Dues Clearance form*, calling out all of the dues such as Club House; DG-Electricity; Water; Garbage; **Association Maintenance fees, Common area maintenance**, unpaid fines for traffic/other violations; etc. It is the responsibility of the moving-in resident to ensure all dues are cleared and clearance is obtained from all departments before the move in date. Give yourself sufficient time for cheques to clear. .

If there are no outstanding dues – no action is needed.

3. Move-In Fee

An administrative fee of Rs 6000 is payable by cheque/cash/e-banking to the “Adarsh Palm Retreat Villa Owners' Welfare Association”.

Bank information:

Name : Adarsh Palm Retreat Villa Owners Welfare Association

Account : 03541450000157

IFSC Code : HDFC0000354, HDFC Bank Limited,
Bangalore – Sarjapur Road.

Receipt of this payment will need to be produced to security on the day of move in.

Move In and Move Out Time

In order to maintain safety and minimize inconvenience to the neighbors, the Move in/Move out times are set as follows:

- a) 9:00 AM to 6:00 PM
- b) Sunday Holiday. No Move in/Move out.

Please plan for the moving trucks to come during this time period.

Note: Moves will not be allowed outside the above times. In extreme cases, an exception may be made but this requires approval of the Management Committee member responsible for Security.

Move-in Checklist

All forms have to be filled out and turned into the **APR Maintenance Office** at the **Villa Clubhouse Basement**.

- Go to APR Maintenance Office and clear **move-in and any other dues** required from you and get a signed copy of **Form1: Move-in Authorization**. This step is a prerequisite for completing any of the other steps listed below. A signed **Form 1** will be required for your move-in trucks to come inside the community.
- Fill out **Form 2: Acknowledgement and Acceptance Form**, acknowledging receipt of this Welcome Kit.
- Fill out **Form 3: APR Villa Info Details Form**, providing information about your household. Your cellphone numbers are important as (1) APR Security will use this number to call your villa (in case you do not have a BSNL landline) for authenticating in-bound visitors and (2) Important community wide updates are sent out as an SMS to the registered mobile number.
- Get **NoBrokerHood** login credentials from Maintenance. This login is mandatory for community collaboration, posting questions, seeking domestic help, accessing Association documentation, joining sub-groups, requesting service from Maintenance, and a variety of other needs. Do download the NoBrokerHood app on your smartphone.

- Fill out **Form 4: Vehicle Details Form**. You will receive RFID stickers for all your vehicles specified here. APR Security and the entry boom barriers recognize resident vehicles by these stickers.
- Fill out **Form 5: Domestic Help Info Form**. Your domestic help will receive APR Security badges and get biometrically enrolled for entering the community. As you will have NoBrokerHood login by now, you can also post on the discussion forums with a request seeking domestic help so that other residents can assist if they know of domestic help looking for work. One application per domestic help.
- If needed, please collect **BSNL Landline Form** from the Maintenance Office or download from www.bsnl.in/opencms/bsnl/BSNL/about_us/forms/index.html and fill it out. This is useful as the BSNL Landline provides intercom connectivity to all other villas along with intercom access for APR Maintenance and Security teams to call your villa. Select Broadband service from BSNL also in case you want BSNL as your broadband provider.
(Only for owners) Collect **BESCOM Form** from Maintenance or bescom.org/en/download-forms, fill it out, and submit to get connection in your name.
- Select **Internet Service Provider** from Airtel, ACT, or BSNL. Contact details in the attached contact list.
- Select **Satellite or Cable TV** provider. Contact details for Tatasky and one CableTV provider are in the attached contact list.
- Sign up for **cooking gas, newspaper, milk services**. Contact details are in the attached contact list.
- Get **Green, Red, and Blue recycling bins** from the local market or from Maintenance (for a fee) per the attached waste segregation guidelines. E-waste and Medical Waste Bins are kept separately in the APR Maintenance Office.

Banking Details

Contact Us

For any further inquiries:

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