

Renovation Form

Dated:- _____

The President,
Neelkanth Apartments,
Sector-13, Rohini,
Delhi - 110085.

Subject: Renovation Work in my Flat No.....

Dear Sir,

This is to inform you that I want to renovate my flat no..... w.e.f
and agreed to the following:

1. The renovation work shall take an appx months/days.
2. For security reasons I/my contractor shall provide the list of workers to the security supervisor every day to allow in the society.
3. The renovation work shall be carried out between 09.00 a.m. to 06.00 p.m. only.
4. Utmost care shall be taken to ensure that there is no inconvenience to neighbours during the entire renovation work. I shall ask the contractor to instruct labour to keep the door closed while doing work and do not spit in the stairs.
5. I shall keep the malba duly packed in bags in my flat and shall move the same to the common area on ground floor through stairs only.
6. I shall ensure that my labour will not use the lifts during the entire renovation work of my flat.
7. I shall abide by all the rules and regulations of the society and will allow the M.C members/Office staff to inspect my flat during the renovation work.

Kindly permit me to do the renovation work.

Thanking you,

Yours faithfully,

Sig.....

1) Name.....

2) Flat No.....

3) Mobile No.....

Permitted

(Authorised Signatories)