



VGN BRIXTON OWNERS WELFARE ASSOCIATION
IRUNGATUKOTTAI, KANCHEEPURAM - 602 117
Regd : 13/2015 (Tamilnadu Act 27 of 1975)
Form 2 : RESIDENTS ENROLMENT / MOVE IN FORM

Ver : 02/16

Move IN No : _____ Date : _____
 Name of the Owner / Tenant : _____
 Flat & Block Number : _____
 Mobile Number : _____
 Email ID : _____ **For Owners : Submit the Poesession Letter as proof**



Informations about other People staying in your flat (Required only for residing owners / Tenants)

Name	Age	Relationship	Email ID (If any)	ID Card No.

Vehicle Information (Vehicles use to Park in your Parking)

Type eg. Car or Bike	Number eg. TN 51 K 1234	Parking Slot No.	Vehicle Sticker No.

Note :
 Documents to be submitted along with this Form:
 1. Owner's Sale Agreement.
 2. Rental Agreement for Tenants.
 3. One Government Photo ID card Photo copy.
 4. All VBOWA ID Cards Photo copy (For all Members - if used)
 5. All Vehicles RC Book Copy

FOR TENANT ONLY

Dear Sir / Madam
 I have taken on Rent / Lease the Flat No. _____ of Mr. /Mrs _____ and Tentative
 Date of Move In is _____

Proof : Number.....
 (Please provide the Photocopy of the Proof)

1. Aadhar Card (Must)	4. College ID Card
2. Ration Card	5. Pan Card
3. Voter ID Card	6. Any Proof with Photo

(All Tenants including Bachelor Tenants Should provide the following details)

Peramant Address (With phone number) : _____
 Previous Residential address : _____
 (with phone number & Date of Vacation)
 Owner Name / Mobile / Email : _____
 Address of the Owner : _____

LETTER OF UNDERTAKING BY TENANTS

I/We, _____ residing at _____ as tenant(s) hereby agree to abide by the rules and regulations (currently in force and which may be modified from time to time) laid down by the Association.
 I/We have read the rules and regulations followed by the Association and can take action against me/us for any Rule violation and also assure that If the Maintenance charges is not paid on time the association can cut the Essential Services until the payment will be made.

DECLARATION BY THE FLAT OWNER

I also declare that I am aware of the rules, regulations and standing instructions of Owners' Association (VBOWA), to be observed by the residents of VGN Brixton. I also declare that if there is any misconduct by the tenant(s) I will take necessary steps to evict the tenants.

Place : _____ Flat owner Signature: _____
 Date : _____

FOR OFFICE USE ONLY

Authorization Letter from Owners : Mail Received ? : _____ Yes / No (Please Tick) Dt. _____
 Maintenance Charges Paid Upto: _____
 Membership Charges paid (for Owners) Rs. _____ Inv# & Dt. _____
 Move in Charges Rs. _____ Inv# & Dt. _____
 Updated Resident Details in CommonFloor Yes / No (Please Tick) Dt. _____

Remarks if any :

Verified & Recommended to permit Move in _____ Permitted by _____
 VBOWA Facility Supervisor _____ Authorised Signatory _____