

AVISHIKTA PHASE – 1 LIG (TYPE – A) APARTMENT RESIDENTS’ WELFARE ASSOCIATION

369/1, PURBACHAL KALITALA ROAD, KOLKATA – 700 078

TENANT MOVE-OUT CLEARANCE FORM

Note: This form must be submitted to the Association at least **3 days prior** to the tenant's vacating date.

To,

The President/Secretary

AVISHIKTA PHASE – 1 LIG (TYPE – A) APARTMENT RESIDENTS’ WELFARE ASSOCIATION

369/1, Purbachal Kalitala Road

KOLKATA – 700 078

Subject: Submission of Tenant Move-Out Clearance by Flat Owner

Dear Sir/Madam,

Please be informed that I, _____, owner of **Flat No.** _____, have issued the Move-Out Clearance for the tenant listed below:

1. Tenant Details:

Name	Date of Vacating

2. Owner Declaration:

- The tenant has vacated the flat and completed full handover.
- There are **no pending dues between me (Owner) and the Tenant**.
- There are **no outstanding dues owed by me (Owner) to the Association** as on date.
- No damage to association property or violation of rules has been reported to me.
- The Association may update its records accordingly.
- Security may permit movement of belongings of the outgoing tenant.

Signature of Owner with Date: _____

3. For Office Use Only:

Item	Status	Verified by (EC / Secretary)
Owner's Association Dues	<input type="checkbox"/> Cleared <input type="checkbox"/> Pending	
NOC Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Complaints on Record	<input type="checkbox"/> None <input type="checkbox"/> Yes	