

Standard Operating Procedure (SOP) for Moving In & Moving Out of Amaze by Urban Tree Apartment

1. Purpose

To establish a clear, systematic approach for **residents moving in and out** of the **AMAZE by Urban Tree Apartment**, ensuring **smooth coordination, security compliance, and minimal disruption** to other residents.

2. Scope

This SOP applies to **new residents moving in and existing residents vacating their apartments**, covering **document verification, logistics management, security clearance, and financial settlements**.

3. Moving In Procedure

Step 1: Intimation & Documentation Submission

- New residents must **inform the Society Office** at least **[X] days prior** to moving in.
- Required documents:
 - **Ownership Proof / Lease Agreement**
 - **Government ID (Aadhaar, Passport, etc.)**
 - **Tenant Registration Form** (*if applicable*)
 - **Security Deposit Payment Receipt** (*if required*)

Step 2: Society Approval & Entry Formalities

- The Society Office **verifies documents** and updates records.
- Residents receive:
 - **Access Card / Society ID**
 - **Parking Slot Allocation** (if applicable)
 - **Guidelines on Society Rules & Regulations**

Step 3: Moving Logistics Coordination

- Residents must **book a moving time slot** to avoid peak hours.
- **Vehicle Parking & Elevator Usage Rules:**
 - Moving vehicles must **park in designated areas**.

- Heavy furniture must be **transported via service elevators** *(if available)*.
- Movers must be **registered with security** before entering.

Step 4: Final Inspection & Clearance

- Society Office conducts a **final verification** of registration details.
 - New residents receive a **welcome kit** with essential community information.
 - Security logs moving details to ensure **smooth onboarding**.
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4. Moving Out Procedure

Step 1: Prior Notice & Documentation

- Residents must **inform the Society Office** at least **[X] days in advance**.
- Required documentation:
 - **Apartment Clearance Form** *(signed by the landlord, if applicable)*
 - **Final Utility Bill Payments**
 - **Security Deposit Refund Application** *(if required)*

Step 2: Moving Logistics Coordination

- Residents must **schedule moving time** to ensure minimal disruption.
- **Elevator & Parking Rules:**
 - Ensure service elevators are used for heavy furniture.
 - Movers **must be registered** before entry.

Step 3: Final Settlement & Clearance

- Apartment handover inspection conducted by **Society Management / Owner**.
- **Utility & maintenance dues clearance** before exit.
- Security team ensures **no damage to common areas** during the move.

Step 4: Exit Confirmation

- Society records resident's departure details.
 - Access cards and IDs must be **returned before exit**.
 - Refund processing (if applicable) completed within **[X] days**.
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5. Security & Damage Responsibility

- Residents **must ensure** moving personnel do not:
 - Damage property or common areas.
 - Disturb neighbors with excessive noise.
 - Any **damage or missing dues** must be **settled before final approval**.
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6. Grievance Handling & Dispute Resolution

- Disputes regarding **security deposit refunds, damages, or moving logistics** can be raised with:
 - **Society Management Office**
 - **Owners Association** (if applicable)
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7. Annual Review & Amendments

- The SOP is reviewed annually to improve **efficiency, security, and convenience**.
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8. Contact Information

For moving-related inquiries, reach out to the **Society Management Office** at **[Phone / Email]**.
