

AMAZE BY URBAN TREE APARTMENT OWNERS' ASSOCIATION

Amaze by Urban Tree,

Kaviya Gardens, Bharathiyar Street, Ramakrishna Nagar,

Porur, Chennai 600 1161

Regd : xx/xxxx (Tamilnadu Apartment Owners Act 44 of 2022)

Form 5: WORK PERMIT APPLICATION

No: _____

Date _____

Owner' Name										
Flat & Block Number										
Mobile										
Scope of work details										
Date from & to	From:					To:				
Name of the Vendor (Company Name										
Vendor Name										
Vendor Mobile no:										
Address										
Place										
City										
Pin code										

Number of works deployed:

Vendor / Worker Details	Name	Mobile Number	ID Proof	ID Proof No

Guidelines:

1. Authorised / Signed Work Permit form to be submitted to the Security office.
2. The security officer returns a photocopy of the form with a signature as permission.
3. Work Permit ID Cards will be generated for all workers based on the Work Permit form available in the Association office.
4. Work Permit ID cards will be provided by collecting their original id of Pancard / Adhar Card/Driving License.
5. Tools List to be Register with Security & during Return the tools will be checked with the List.
6. While leaving premises after handing over the Work Permit ID Card they can collect their original id of

Pancard / Adhar Card / Driving License.

7. All the vendors/Workers should carry the Work Permit ID Cards till they leave the premises.
8. Work time: 9:30 AM to 6:00 PM – Monday to Saturday.
9. Interior work cannot be done on Sundays and National / Public Holidays.
10. Work should be carried out without much disturbance to the neighbours.
11. No Vendors should stay in the premises beyond 6 PM
12. Smoking, Consumption of Alcohol, pan chewing, spitting defacing any surface in any area is STRICTLY PROHIBITED. Owners should strictly enforce the same with their workers. In case a worker found indulging in any such activities they will be asked to leave the premises Immediately.
13. Any vendor found indulging in theft, damaging any property in the complex found misbehaving or indulging in any dispute within the apartment will be asked to leave the premises Immediately, without any notice and assigning any reason, whatsoever.
14. If any Damage made by the Vendor to the Common Assets, then the Owner is liable to pay for the Association.
15. After the work is completed, the vendor must clear all the debris and dispose it in the Designated area. Owner / Resident are responsible for ensuring the same.
16. In case the debris are not cleared, the Association will take appropriate action, and the clearing charges will have to be borne by the Owner / Resident.

Owner's Declaration

I/We have already taken Possession of my Flat and my Membership No: _____.

I/We hereby authorize vendor _____ to do interior work in our Flat _____ from _____ to _____ and we declare that the workers will abide by the guidelines of work permit during the tenure of the interior work.

Owner's Signature	
Vendor's Signature	

For AMAZE Office Use:

1	Interior Work Authorised by:	
2	Signature:	
3	Official Seal:	