**Standard Operating Procedure (SOP) for Membership in Amaze by Urban Tree Apartment**

**1. Purpose**

To define the process of membership enrollment in the **Amaze by Urban Tree Apartment Owners’ Association** and ensure transparency, inclusivity, and smooth onboarding for all residents.

**2. Scope**

This SOP applies to all **apartment owners and eligible tenants** who wish to become members of the association and participate in community activities, governance, and welfare initiatives.

**3. Membership Eligibility**

* **Ownership-Based Membership**: Any individual owning an apartment unit within the premises is eligible.
* **Joint Membership**: In case of co-ownership, only one nominee will be considered the primary member.
* **Nominee Membership**: Owners can nominate anyone to become a member on behalf of him/her. The appointed nominee shall remain Alternate Member till revoked.

**4. Application Process**

* **Obtain Membership Form**: Collect a membership application from the **association office** or download it from the official portal.
* **Complete and Submit Application**: Fill in details such as name, unit number, contact information, and ownership proof.
* **Documentation Requirements**:
  + Construction Agreement Page 2 & 4 *(must)*
  + Possession letter *(must)*
  + Aadhar Card *(must for address proof)*
  + Voters ID Card *(photo ID proof)*
  + Pan Card *(photo ID proof)*
  + Vehicle RC Book copy *(photo ID proof)*
  1. **Membership Fee Structure:**
* One-time Registration Fee of Rs.1000/= payable at the time of enrollment.
* Payment via Bank Transfer / Online Portal / Cheque
  1. **Review & Approval:**
* The management committee verifies the documents.
* Membership is approved within **2 days** unless objections arise.
  1. **Membership Confirmation:**
* Members receive an official **welcome letter and membership ID**.
* Members will start enjoying all the privileges and amenities granted.

**8. Rights and Responsibilities of Members**

* **Member Benefits**
* **Participation in General Body Meetings**.
* **Voting Rights** for governance (**owners only**).
* **Access to community amenities** (clubhouse, gym, parking, etc.).
* **Discounts on event participation** and exclusive association programs.
* **Grievance Redressal Support** for community-related concerns.
* **Responsibilities**:
* Comply with community rules and regulations.
* Ensure timely payment of dues (maintenance charges, etc.).
* Contribute positively to community welfare.

**9. Termination of Membership**

* **Voluntary withdrawal** via written request.
* **Non-payment of dues** for **3 months** results in temporary suspension.
* **Disciplinary action** for violating association rules or misconduct (**subject to committee review**).

**8. Contact Information**

For inquiries, contact the **Association Office** at **[Phone / Email]**.