**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**.

**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**.

**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**.

**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)

**7. Annual Review & Amendments**

* The SOP is reviewed annually to improve **efficiency, security, and convenience**.

**8. Contact Information**

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