

# SHIVAWOODS RESIDENTS WELFARE ASSOCIATION®

No 6, NGEF Layout Main Road,  
Nagarbhavi, Bengaluru – 560072.  
e-mail: shivawoods.rwa@gmail.com

To,

.....  
Resident of Flat No:  
Shivawoods Apartment,  
No 6, NGEF Layout Main Road,  
Nagarbhavi, Bengaluru -560072

## **Sub: Notice for Non-payment of maintenance charges.**

Sir/Madam,

This notice is regarding the non-payment of the maintenance charges of your flat/flats .....  
The total amount to be paid is Rs..... The **pending\*** maintenance charges should be paid  
before date.....to avoid any **stoppage of services\*\*** provided by Shiva woods  
Association. Kindly make the payment soon. Please read and acknowledge us by signing a copy.

Sincerely,

President of Shivawoods Association

### **\*Pending amount :**

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	oct	Nov	Dec	Total

1. Penalty of INR 50 per day added from 5th of the Every month to till date of payment.
2. Stopage of facilities/services\*\*: Uncleared maintenance amount will result in sudden removal of DG power back supply, electricity, water supply to your flat.(As per sale deed clause)
3. All stopped services will be restored after paying pending **maintenance amount +penalty** and only after 24 hrs of payment.
4. Maintenance amount to be paid by residents only (tenants/owner who are living in respective flats.)
5. All disputes/clarifications will be through in person discussions at our premise and no phone call/messages.

## Declaration

I, .....resident of flat no.....have read,  
understood and accepted this notice issued by Shivawoods Association.

Signature of resident