

THE ATRIUM OWNERS ASSOCIATION

(Registered with the Registrar of Societies, Chennai, Registration # 144 / 1999)

Move-Out Form

(Please fill in all the particulars and submit to the FM)

Apartment No : _____ Moving - Out Date & Time: _____

Security Deposit: Rs. 5000/. Cheque Number: _____

Move-Out Charges: Rs. 3000/. Cheque Number: _____

Moving Out Residents' details

Name: _____ Status: Tenant / Owner

New Residential Address:

City: _____ Pin: _____ Ph no _____

Office Name /Address/Ph no: _____

Please note that the following column is very important for us to send the deposit back.

Deposit Cheque to be paid in favor of _____

Address: _____

Check List

S.No	Item	Yes/No	Last payment details	
			Date	Amount
1	Paid Maintenance dues to the Association and collected the receipt?			
2	Cleared Electricity Bill?			
3	Cleared AirTel (Intercom) dues?			

Resident's Signature

Treasurer's Signature