

Date:

To:

\_\_\_\_\_ Flat no \_\_\_\_\_

This has reference to your letter email dated \_\_\_\_\_ requesting permission from society to carry out repairs (Civil work/painting work carpentry work) in your flat no \_\_\_\_\_.

You are permitted to carry out the aforesaid work subject to the following conditions:

1. The work shall be done within your flat or in your own garage without causing inconvenience to other society residents.
2. The said work can be carried out only from Monday-Saturday between 9 am to 7 pm.
3. Any work which creates any noise or disturbance will not be carried out between 2 p.m. to 4 p.m.
4. The workers shall use the lift and common area carefully and should ensure that the same are cleaned daily of the garbage/ dust/ debris.
5. Debris or garbage generated during the said work shall be moved to the designated area in the society daily. No such material will be stored in staircases or any other area in the society.
6. Removal of such debris or garbage from the society premises within 4 days from end of the work and disposal of the same as per municipal norms shall be your responsibility.
7. Any costs incurred by the society, due to damage caused to its property by the above work, shall be recoverable from you.
8. In case the work involves civil work, before starting the work you will pay an amount of Rs. 5000 towards deposit which will be refundable after deduction of any charges referred in point above or penalty payable for non-compliance with the above guidance.
9. If workers need to use the society's washroom, you shall inform the society in advance and Rs. 25 per day will be payable by you and shall be adjusted from the security deposit.
10. In case of non-compliance with any guidelines, the permission shall be withdrawn and the contractor/ worker shall not be allowed to enter the society premises to carry out the work.

Regards

Manager