



***L&T Realty***

**RAINTREE BOULEVARD**

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**RESIDENTS' GUIDE**

**Cover inside**

Dear Resident,

**Welcome to Raintree Boulevard.**

Congratulations on your beautiful new home where luxury meets serenity. It is a gated community complex designed to create an environment that elevates life to a joyful experience.

The strategic location of your home puts key business and entertainment destinations within your reach while its amenities for utilities, recreation, rejuvenation and fitness make it a place that is comfortable and convenient for you.

This guide will make you feel safer and secure, knowing that you are adequately guarded along with all the requisite information.

Welcome to a Life of Trust, Quality and Commitment, the L&T Realty way.

## CONTENTS

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1. Property Management Team
2. Key Features
  - a. Apartments
  - b. Common Areas
3. Various Procedures
4. Other Services in the Neighbourhood
5. Rules & Regulations
6. Forms
  - a. Application for club membership (owners)
  - b. Application for club membership (licensees)
  - c. Request letter for car sticker
  - d. RFID parking access card application
  - e.
    - i. BESCO Power – Request letter from owner for NOC of name change (Meter)
    - ii. Request letter from owner for renting
    - iii. Club Membership
    - iv. Tenant Profiling sheet
  - f.
    - i. Fit-out process flow
    - ii. Fit-out guidelines
    - iii. Fit-out / interior work consent form
    - iv. Debris / deposit details form
    - v. Authority letter
    - vi. Application for identity card
    - vii. Fit-out completion / security deposit refund request
    - viii. Post fit-out inspection checklist cum refund request

## 1. PROPERTY MANAGEMENT TEAM

Please find below the contact details of the on-site property management team available 24x7. They manage the common areas within the buildings, the parking levels and the complex. The services included are:

- Cleaning and maintenance services in building's common areas, driveways, lawns, parking, rooftop terraces, elevators, etc.
- Clubhouse management
- General disinfestation / rodent control / mosquito control
- Waste management (segregation, treatment & disposal)

Main Gate : 900

PM Office : 903

Tower 01 : 10000

Tower 02 : 20000

Tower 03 : 30000

Tower 04 : 40000

Tower 05 : 50000

Tower 06 : 60000

Tower 07 : 70000

Tower 08 : 80000

Tower 09 : 90000

Tower 10 : 100000

Tower 11 : 110000

Tower 12 : 120000

Tower 13 : 130000

Tower 14 : 140000

Tower 15 : 150000

Tower 16 : 160000

Tower 17 : 170000

Dear Resident,

Greetings from Raintree Boulevard Property Management Team!

We are committed to deliver positive customer experience through prompt and quality service. We value your concerns and are committed to resolving them as quickly as possible. Kindly peruse the following means to contact us in case of any concern.

- Helpdesk Customer Care number: Extn: 901 & 902
- Helpdesk email id: [helpdesk.rtb@larsentoubro.com](mailto:helpdesk.rtb@larsentoubro.com)
- Property Manager email id: [propertymanager.rtb@larsentoubro.com](mailto:propertymanager.rtb@larsentoubro.com)

Please insist on a ticket number from the helpdesk. This will help in tracking your concern till closure.

Should you still not be satisfied with the response, please do escalate the same to our escalation desk and we will have it attended to.

- Escalation support email id: [escalation.fm@larsentoubro.com](mailto:escalation.fm@larsentoubro.com)

We once again re-iterate our commitment to resolve your concern within the defined timeframe and to your satisfaction.

Please feel free to contact us for any further assistance.

## 2. KEY FEATURES

In this section we highlight the key features within the apartments and common areas.

### a. APARTMENTS

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#### **Bathroom Fittings**

Sanitary fittings & fixtures, segregation of the bathroom space into dry and wet areas have been provided.

Fibre to the Home (FTTH) Connectivity.

High-speed data and voice are brought to the apartment through this feature.

#### **Flooring**

The wooden flooring provided in master bedroom imparts an old-world charm. It is perfect to lounge around on or walk across with your bare feet. Vitrified tiles flooring gives your house a grand monolithic look. All the kitchens are fitted with polished granite cook-tops and stainless-steel sink with fittings.

#### **Piped Gas**

All the apartments have provision for piped gas connection.

#### **Structure**

Use of high-graded concrete gives strength, impermeability, durability and to the building.

It has been constructed with high quality aluminium formwork panels for better consistency of dimension and lesser number of joints of the structure.

#### **Window**

UPVC (Unplasticised polyvinyl chloride) windows are designed to offer unrestricted views to enhance the living experience.

#### **Air Conditioning**

Necessary core cutting to facilitate refrigerant piping and condensate water draining arrangement have been provided in all bedrooms and living room. In case resident wishes to fix AC in the apartment, the required power socket is readily available in living and master bedroom and for other bedroom, the necessary cables / sockets / switches will have to be laid by resident for which conduit has been provided.

### b. COMMON AREAS

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#### **Energy Conservation Measures**

- a) Ventilation system in basements comprising fresh air fans, exhaust fans with variable frequency drives (VFDs) and jet fans with Carbon Monoxide (CO) sensors for optimizing the power consumption.
- b) Timer-based external lighting.
- c) Landscape areas with energy-efficient LED fixtures.
- d) Elevators operated in group control.

#### **Entrance Lobby**

Awe-inspiring entrance lobbies in the towers welcome you. Entrance to the buildings is disabled-friendly. The entrance lobbies also house the fire panels, (PA) system and lift alarm system.

#### **Elevators**

All the towers have 2 lifts installed from Schindler- 1 passenger and 1 service; both the elevators are synchronized. Floor indicators let you know which lift will be made available for you so that you can position yourself in the lift lobby accordingly. Braille markings on the lift call buttons along with handrails make it disabled-friendly.

#### **Organic Waste Converter**

An organic waste converter is provided in the complex for processing wet garbage into manure adding to the list of environmental-friendly features.

**Letter Boxes**

Letter boxes are provided in the mail room at the reception lobby level for all the apartments.

**Parking**

Parking lots in the lower and upper basements have been allotted for 4-wheelers. These parking lots are numbered. Besides these, we also have 2-wheeler and visitor parking areas.

**Power**

Power to Raintree Boulevard is supplied by BESCO Power through transformer yard located inside the complex. Energy meters have been provided for all apartments in the ground floor electrical rooms.

Inverter back-up is provided for staircase lighting and partly for the lighting of the lobbies to ensure fire exit pathways are always illuminated.

Diesel generators (DGs) are provided for power backup. Power backup is available for essential services, viz. firefighting, ventilation fans, domestic / flushing water supply pumps, lifts, common area lighting (partly) and the clubhouse. These DGs are housed in an acoustic enclosure to dampen the sound. DG backup has been provided for the apartments also. (1kW for 3BHK & 2kW for 4BHK)

**Rainwater Harvesting**

Rainwater from the terrace and the storm water drains are channelled into rainwater harvesting recharge pits. Any excess water in the recharge pits will be discharged into the municipal storm water drain.

**Sewage Treatment Plant (STP)**

Used soil and wastewater from the individual apartments are disposed of into the STP. After going through the treatment process, treated water is generated. This treated water is used for flushing as well as for irrigation, making this yet another environment-friendly feature.

**Solar Systems**

Solar panels have also been provided on the terrace of each tower, which generate electricity, thus harnessing a natural resource and thereby saving the environment. This will also contribute towards reducing the electricity costs.

**Water**

Domestic water supply will be potable whereas flushing water is made available from the sewage treatment plant. In addition to the above, there are rainwater storage tanks. Potable water is supplied through hydro pneumatic system which ensures adequate pressure is maintained across all floors. Gravity system plus booster system for the upper floors ensures that adequate flush water pressure is maintained in the lines across all floors. The apartments have concealed PVC plumbing. Water consumption is tracked through a meter installed in BWSSB line and the water received through water tankers / bore wells. Then water is supplied to all towers and common area (Clubhouse) in the complex and billing is basis dividing water consumption amongst all towers basis the norms.

### 3. VARIOUS PROCEDURES

#### **Piped Gas Activation**

You shall be required to contact Property Management Team to book an appointment with GGL. Post confirmation with GGL, engineer will visit the apartment and activate the gas meter.

#### **Gail Gas Ltd.**

**Customer Care:** 180 01029282

**Emergency No.:** 080 23097700

#### **Club Membership**

The Club membership form (separate forms for Owners & Licensees) appended in the section "Forms" which can be filled in and submitted at the Property Management Office.

Guidelines for membership application:

- 1 Fill up all the details as mentioned in the form and submit the duly filled form to the Property Management Office.
- 2 Residents staying on leave and license are additionally required to submit the intimation cum undertaking from the licensor of the apartment (in the prescribed format available along with the form).
- 3 For resident owners / licensees, maximum members permitted per apartment will be limited to 4. In case there are more than 4 persons residing in the apartment, extra memberships will be issued on a case-to-case basis (more than 2 children / resident parents) after verification.

**Internet & DTH Service Provider – Kindly contact Property Management Office.**



### Amenities Offered\*

Sr. No.	Amenity	Location		Timings
		Tower	Floor	
1	Multi-purpose hall (1& 2)	Clubhouse	Ground Floor	07:00 - 11:00
				12:00 - 16:00
2	Library centre	Clubhouse	Ground Floor	17:00 - 21:00
				07:00 - 21:00
3	Golf simulator	Clubhouse	Ground Floor	07:00 - 21:00
4	Bowling alley	Clubhouse	Ground Floor	07:00 - 21:00
5	Crèche	Clubhouse	Ground Floor	07:00 - 21:00
6	Indoor & outdoor swimming pool	Clubhouse	First Floor	07:00 - 12:00
7	Steam & sauna room	Clubhouse	First Floor	15:00 - 21:00
				07:00 - 12:00
8	Mini mart	Clubhouse	First Floor	15:00 - 21:00
				07:00 - 21:00
9	Indoor cafe	Clubhouse	First Floor	07:00 - 21:00
10	Aerobics / yoga room	Clubhouse	Second Floor	07:00 - 21:00
11	Gymnasium	Clubhouse	Second Floor	07:00 - 21:00
12	Badminton courts	Clubhouse	Second Floor	07:00 - 21:00
13	Billiards / snookers court	Clubhouse	Second Floor	07:00 - 21:00
14	Table tennis court	Clubhouse	Second Floor	07:00 - 21:00
15	Squash courts	Clubhouse	Second Floor	07:00 - 21:00
16	Games room	Clubhouse	Second Floor	07:00 - 21:00
17	Party hall	Clubhouse	Third Floor	07:00 - 11:00
				12:00 - 16:00
18	Multipurpose court	Common Amenities		17:00 - 21:00
				07:00 - 21:00
19	Skating rink	Common Amenities		07:00 - 21:00
20	Playground	Common Amenities		07:00 - 21:00

\*Will be available shortly.

## 4. OTHER SERVICES IN THE NEIGHBOURHOOD

### 1. Milk Vendors

#### **Nandini Mother Diary**

#3<sup>rd</sup> Cross Road, Ex-servicemen Colony, Ganganagar, P & T Colony  
Hebbal, Karnataka-560 032  
Contact: 1800 4258030

### 2. Newspaper Vendors

#### **Bharat News Agency**

New BEL Road 3<sup>rd</sup> Block, Sanjaynagar  
Bangalore-560 094  
Contact: +91 9845803260

### 3. Petrol Pumps

#### **Shell Petrol Pump**

NH 44, Yashodha Nagar, Byatarayanapura  
Bangalore-560 064  
Contact: +91 9611408554

#### **Essar Fuel Station:**

Subramani Nagar, Guddanahalli  
Hebbal, Karnataka-560024  
Contact: +91 9481905364

### 4. Salon & Spas

#### **Scent Salon & Spa:**

F Block 325/8 60 Ft. Road  
Byatarayanapura, Sahakarnagar  
Bangalore-560 092  
Contact: +91 9740322700

#### **Tony & Guy**

Sahakarnagar 1<sup>st</sup> Main Road, Opp. Café Coffee Day  
Bangalore 560092  
Contact: 080 29737373

#### **Lakme Saloon:**

Bellary Main Road 1<sup>st</sup> Floor, Above Bata Showroom,  
Sahakarnagar, Bangalore-560 092  
Contact: 080 41735981

**5. Supermarkets**

**Reliance Fresh**

Byatarayanapura, Sahakarnagar, Bangalore-560 092

Contact: 1800 1027382

**More**

Kodigehalli Main Road, Sahakarnagar, Bangalore-560 092

Contact: +91 9019387944

**I Mart**

Railway Parallel Road, Sahakarnagar, Bangalore-560 092

Contact: 080 42135255

**6. Key Makers**

**SRS Key Makers**

Kodigehalli Main Road, Sahakarnagar, Bangalore-560 092

Contact: +91 9738252268

**Star Key Makers**

1<sup>st</sup> Main Road, Pampa Extensions,

Kempapapura, Bangalore-560 032

Contact: +91 9844246544

**7. Laundry Services**

**Laundro Cart**

13<sup>th</sup> Main Road, Sahakarnagar, Byatarayanapura

Bangalore-560 098

Contact: +91 9916958888

**8. Fabricspa**

7<sup>th</sup> Main Road, Sahakarnagar, Bangalore-560092

Contact: 080 43714040

**9. Intercom/Internet and DTH**

Intercom will be automatically ready when you move in.

Internet and landline is being provided by North East Dataa Network Pvt. Ltd. and their contact number is 080-46990699, Mob: 9513388923 (Mr. Vijayan). Further, provision for Airtel, Jio is being explored at the complex for you to choose the provider of your choice.

DTH services of Tata Sky and Airtel / Jio will be available at site when you move in.

## 5. RULES & REGULATIONS

All rules contained herein shall be called the Rules of L&T Raintree Boulevard. The rules shall apply to all present or future Owners, present or future Occupants / Residents or / and their employees or any person who might use the common facilities of the Complex are subject to the regulations set forth in these Rules, and these Rules shall be deemed to have been accepted and shall be complied with by them, effective 01/09/2019. They may be modified from time to time by the management of the complex and updates circulated to all members of Raintree Boulevard.

### CONTENTS

Sr. No.	Contents
1.	Terms and Conditions of the Manual
2.	Clubhouse Operations – Responsibilities and Details
3.	Emergency Response / Evacuation / Safety
4.	Telecommunication Directory
5.	Use of Common Premises
6.	Housekeeping for Premises
7.	Pest Control
8.	Food Consumption
9.	Air Conditioning (Clubhouse)
10.	Security Policy
11.	Smoking Policy
12.	Data / Telecommunications
13.	Material Movements
14.	Noise Pollution
15.	Podium Parking
16.	Rules Regarding Pets
17.	Clubhouse
18.	Swimming Pool, Spa, Steam and Sauna
19.	Gymnasium
20.	Table Tennis, Badminton and Squash Court
21.	Multi-Purpose Hall and Pool,
22.	CCTV and Security System
23.	Lift Operations
24.	Fire Detection & Fighting System

## **1. Terms and Conditions of the General Brief & Requirements for Members / Residents**

Definition of a member - Member is an owner of the apartment and his family, which includes husband, wife, father, mother, sister, brother, son, daughter, son-in-law, brother-in-law, sister-in-law, daughter-in-law, grandson / daughter.

Definition of a resident – Resident could either be a member, or their tenant(s) (as listed in the Leave & License) and their family, which includes husband, wife, father, mother, sister, brother, son, daughter, son-in-law, brother-in-law, sister-in-law, daughter-in-law, grandson / daughter.

“Immediate family members” is truly a broader term and at L&T Raintree Boulevard, they include guests / visitors.

1.1 LTR reserves, at its absolute discretion, the right to amend, alter, substitute or vary any of the terms and conditions in the Manual and the same shall be binding on the Member once the Member is notified in writing. LTR through the nominated Facility Manager for the complex will deliver the services with care, professionalism and with the interest of RTB and its member / resident in mind.

As a resident in Raintree Boulevard, you are a part of L&T Raintree Boulevard.

1.2 This manual provides the following information:

- Facility Management (FM) Helpdesk Operations / Services Covered
- Directions in the event of Fire / Fire escape route.
- Telecommunication Directory.
- The Rules, Regulations and Charges (if applicable) to use the common facilities.
- Consumption of Food, Smoking and Security – Parking Policies.
- General Utilities provided with L&T Rain Tree Boulevard.

## 2. Clubhouse Operations – Responsibilities and Details

Item	Included within facility services	Not included – responsibility of Flat Owners	Available at additional charge – To be paid by Flat Owners	Can be arranged and paid by Flat Owners
Cleaning of common areas outside the apartment	Yes			
Cleaning inside the apartment		Yes		
Security of common areas of building	Yes			
Security within the apartment (not to be seated in common areas)		Yes		
Maintenance of Fire Detection, Alarm & Fighting system		Maintain and ensure functionality water spray nozzles apartment		
Maintenance of Building outside (Excluding Façade cleaning)	Yes			
Maintenance & repair of mechanical equipment within the apartment		Yes		
Maintenance & repair of white goods within apartment		Yes		
Swimming Pool & Instructor	Yes	Personal instructor (only as authorized by the Club)		
Insurance of Apartment & contents		Yes		
Insurance of Building, common area	Yes (Society takes over insurance of tower)			
Squash		Personal Instructor – Yes (but has to be through the Club)		
Badminton		Personal Instructor – Yes (but has to be through the Club)		
Table Tennis		Personal Instructor – Yes (but has to be through the Club)		

### Timings of Clubhouse Facilities and Amenities

Days	Clubhouse Timings
On Mondays	Closed
On other days (except Mondays)	07:00 hours till 21:00 hours

### 2.1 **Cleaning / Maintenance of Clubhouse Facilities and Amenities**

- On Mondays: Pool to be cleaned / filtered and maintained & deep cleaning of clubhouse.

### 2.2 **Cleaning / Maintenance of Swimming Pool**

- Water to be changed once in six months on Mondays. Timings will be notified in advance to all.

### 2.3 **Access**

- ID cards are mandatory for entry and use of the Clubhouse and no exceptions will be allowed.
- Entry in the club register is mandatory.
- Age limit for use of the gym is 16 years and above.
- In case of any exception on the age limit of the Clubhouse for purposes of health or sports or any other, a certification from the doctor / authorized representative to be submitted to the office of the Management outlining reasons and time period for the same. Post approvals, the person concerned may be permitted usage.
- Number of ID cards issued will be 4 cards per apartment.

Any additional card requirement will be charged as per the details provided in the "Additional Charges" section of the manual.

- Guests will be charged as given in the "Additional Charges matrix" for use of Clubhouse facilities. First preference will always be given for the Members / residents. In case of high traffic, the LTR may decide to suspend access to guests from time to time in the larger interest of the facility.

### 2.4 **Damage to equipment**

- Cost to be paid with interest by the concerned Residents (including if damaged by their guests).

#### **Notes: -**

1. Equipment, which forms part of the infrastructure installation, will be checked and maintained accordingly.

## **3. Emergency Response / Evacuation / Safety**

- 3.1 Emergency announcements for people in all parking and lift lobbies on residence floors will be made over the central PA system in case of an emergency in the building. People should immediately leave the premises by taking the nearest emergency exit.
- 3.2 The security personnel are appointed as emergency wardens in their respective towers. These wardens will be responsible for coordinating periodic evacuation drills conducted by the Facility Members and in the event of an emergency accounting all personnel who are in the premises at that point of time.
- 3.3 Every Lobby has been fitted with manual call point and alarm siren. Upon hearing an alarm, all personnel will proceed to the designated assembly area using fire staircase.
- 3.4 As a part of the safety system, all in and out common areas of the premise are monitored by Fire Detection equipment, which are also connected to alarm system. In case of any fire, short circuiting or any other emergency, the Members / residents will inform the Helpdesk immediately
- 3.5 An evacuation drill will be conducted once a year. Participation in this evacuation drill is compulsory for all.
- 3.6 Members / Residents will make own arrangements for fire extinguishers and first aid kits for its Owned / leased premises.

#### **General Emergency Instructions:**

On Observing a Potential Fire / Emergency Situation (smoke, heat, smell, etc.) please follow the FIRE protocol

- **FIND** – locate the source of the observed symptom
- **INFORM** – the security office / helpdesk / reception from the nearest phone / intercom. All Lift lobbies are equipped with a Manual Call Point activate the nearest one

- **RESTRICT** – by shutting doors of cabinets / rooms / flats, etc. (Except for the case of Gas leak wherein all windows and doors to be opened to ventilate the space and minimize concentration and avoid operating any electrical appliances / switches). Move combustible materials as far away from the fire / source of heat.
- **EVACUATE** – in the immediate vicinity of the fire. Do not risk your or anyone else’s life.

**Who decides:** In the event of fire evacuation of the building, the decision to return is normally made by the Senior Fire Officer in attendance in co-ordination with a member of the facilities management team.

**Testing of emergency equipment:** A monthly testing of Fire Detection and Fire Fighting System will be done. The members will be intimated of the Testing activity beforehand. Please remember that this is for your safety and so your co-operation will be much appreciated.

**Medical Emergency:** In cases of any emergency, the Intercom to be used to call the help desk so the flat members can seek immediate attention.

Specific to Medical attention – till the assistance reaches your doorstep, please continue calling 102 / 108 (free ambulance govt. service).

**Other Emergency Numbers are listed below:**

<b>FIRE</b> Fire Control Room Emergency Disaster Management	101 108	Yelahanka New Town Police Station Disaster Management Cyber Crime	080 22942537 080 22340676 080 22094498
<b>AMBULANCE</b> Ambulance (Accident Cases only) Sanjeevini Pavan Ambulance Prolife Ambulance	102 (Govt.) 9448496666 9900099923 9686849938	<b>HOSPITAL / MEDICALS</b> Columbia Asia Hospital Baptist Hospital Ramaiah Hospital	080 41791000 080 22024700 080 23609999
<b>BLOOD BANK</b> Grace Blood Bank Blood 4U Bangalore Blood Bank	9740330720 9538038163 080 23347714	<b>TRAVELS</b> Kallada Travels SRS Travels	9379355500 9591812216
<b>POLICE</b> Amruthahalli Police Station Hebbal Police Station Kodigehalli Police Station	080 22943644 080 22942535 080 22943703	<b>VEHICLE MAINTENANCE</b> Mahindra Sireesh Auto Jakkur Service	+91-9902768000
		<b>AIRPORT ENQUIRY</b> Domestic / International	8884998888 / Toll free 18004254425

**4. Telecommunication Directory**

Location	Telephone numbers
Property Management Help Desk	Extn-901 & 902
Main Gate	Extn-900
Property Management Team	Extn-903

**5. Use of Common Premises – Neighbour’s Guide**

With the aim of further promoting harmony and happiness amongst the flat owners and residence of Raintree Boulevard, below are few guidelines you must abide by and ensure that your tenants do so too.

5.1 The Members / Residents will ensure that the entrance, the driveways and the main lobby and lift lobbies on the floors shall not be obstructed and are used by their employees / visitors solely to access the Owned / leased premises. The Lift Lobbies, Plumbing & Electrical ducts are 100% common premise and are not to be used as dumps or placing potted plants or other displays. This is an encroachment into the common building premises, it is breach of local ruling BBMP bye-laws (Punishable by Law) and applicable to penalty by the management; Any damages to these areas would be restored at the cost of the members / residents found responsible to these damages to the building property.



- 5.2 The Members shall in all cases retain the right to control and prevent access to the building, or in any part thereof, of all persons whose presence in the judgment of the Members or its employees shall be prejudicial to safety, character, reputation or interest of the building or its occupants.
- 5.3 Smoking is not permitted in the building premises. Penalty as given in the "Additional Charges matrix" is applicable for all offenders. All members are requested to educate their employees & visitors on this matter. Smoking within your apartment is entirely your decision but the bathrooms should be avoided as the smoke travels through the shaft area causing discomfort to your neighbours.
- 5.4 Chewing and spitting of tobacco is strictly prohibited at all places in Raintree Boulevard. Penalty as given in the "Additional Charges matrix" is applicable for all offenders. All members are requested to educate their employees & visitors on this matter.
- 5.5 The Members / Residents will cooperate with the housekeeping team so that the common premises are maintained in clean state always.
- 5.6 No litter is permitted in the building premises, the driveways, the gardens, the terraces and the podiums. The dustbins are provided at various locations in common area; please use them always.
- 5.7 All garbage / trash will be collected through the door to door collection and will be disposed off daily by the housekeeping staff, to OWC plant. We have to make sure the residents are educated on the importance of dry and wet garbage, if not, then there will be no pickup of garbage from the owners. Penalty applicable as given in the "Additional Charges matrix" will be charged.
- 5.8 Washing of vehicles with hosepipe and any automobile repairs are not permitted on the premises. Penalty applicable for all offenders. Penalty as given in the "Additional Charges matrix" is applicable for all offenders. All members are requested to educate their employees & visitors on this matter.
- 5.9 Drivers of vehicles will be stationed at the drivers lounge or in their respective vehicles at all times. Any wandering by the drivers in any part of Raintree Boulevard Premises will not be entertained.
- 5.10 Owner Member's / tenant's contract employees will be stationed in their respective Owned / leased premises and will not be permitted to loiter in or around the building.
- 5.11 The building gardens and surrounding area will not be damaged by the Owner Members / Tenants.
- 5.12 Lobby area, Clubhouse Deck, Terraces will not be used as waiting area for visitors or for meetings, functions etc.
- 5.13 The reception / lobby area will be used only for accessing the building and not as a waiting area for visitors.
- 5.14 Members / Residents will obtain prior written approval from the Facility Manager when functions are to be held in Clubhouse Multi-purpose Hall. It will be on first come basis & subject to availability. (Charges will be as decided by the LTR).
- 5.15 Members / Residents will not fix decorations / nails / rangoli / floor & wall painting in the floor lobbies and external walls of the buildings or Clubhouse (including when hired for functions). Fire Crackers / Fireworks are strictly prohibited in the building premises.
- 5.16 Members / Residents are not permitted to fix awnings on the exterior walls of the building.
- 5.17 Members / Residents will not display / paint / paste anything on the glass window panes, which form the external façade, from within their Owned / leased premises.
- 5.18 Members / Residents will not take any tapping of water, electricity or any other resource (temporary or otherwise) from common premise, viz; plumbing ducts, parking slots, etc. for self-use within their Owned / leased premises or common premise.

#### **Do's & Don'ts for use of common facilities of the Society premises**

##### **Do's**

- Patronize all utilities provided in the common area.
- Please wait for your turn while using common utilities.
- Use the dust bins, wherever provided for.
- The Kids play area is specifically for age up to 12 only.

### **Don'ts**

- Do not use these areas to keep, display and beautify / store personal belongings.
- Do not litter / dirty the area.
- Do not place potted plants or other objects at window sills, balcony railings, etc., as they could be risk hazard or spoil the ambiance / uniformity of external façade.
- Do not misuse the utilities provided in common areas.
- Do not pluck flower or damage plants / foliage.
- Lawns not to be used for playing any type of games.

## **6. Drivers' Rest Rooms**

- 6.1 The Drivers' Toilet will remain unlocked for daily use, which is located in the upper basement of Tower 11 & 8.
- 6.2 Housekeeping will organize cleaning of the rest rooms. It will be carried out twice daily, with regular maintenance throughout working days.
- 6.3 No smoking is permitted in the rest rooms. Penalty as given in the "Additional Charges matrix" is applicable for all offenders. All members are requested to educate their employees on this matter.
- 6.4 Tobacco chewing / spitting is prohibited everywhere in Raintree Boulevard premises. Penalty as given in the "Additional Charges matrix" is applicable for all offenders. All members are requested to educate their employees on this matter.
- 6.5 All damages to plumbing and fixtures resulting from misuse by the Members / Resident employees, contractors or visitors shall be replaced at the expense of the Owner Members / Tenants.
- 6.6 Any problem regarding Plumbing, Draining or Leakage should be reported immediately to the FM team through Help Desk so that timely action can be taken.
- 6.7 Do's & Don'ts for Drivers

### **Do's**

- Vehicle speed at Gate to be restricted - not more than 10 Km ph.
- Please cooperate with security for random security checks of vehicles.
- Damage to the gate is recoverable from the flat owner / lessee whose immediate family member has caused damage.
- Do follow the drive way always except for marked diversions for major repairs.
- Do park only at your allocated car parking only. Parking of vehicles in places not specifically assigned to a resident (including owned cars parked in visitors parking) will attract a penalty as given in the "Additional Charges matrix". Vehicles can be clamped and or towed from the premise.
- Drivers to use toilets at the assigned locations.
- Drinking water facility is made available at Drivers Toilet – Please avail it.

### **Don'ts**

- Rash driving / overtaking is prohibited & subject to penalty as given in the "Additional Charges matrix" will apply.
- Possession of and consumption of Paan, gutkha, tobacco, alcohol and other products is strictly prohibited. Penalty and action up to being barred from entering the premises may result.
- Do not spit or litter within the Raintree Boulevard premise. Penalty as given in the "Additional Charges matrix" will apply.
- Playing cards & gambling is strictly prohibited.
- Quarrelling or creating commotion is strictly objectionable.

## **7. Housekeeping for Premises**

- 7.1 The housekeeping will ensure that refuse is not kept in the common premises. Occupants will cooperate with the facility team in this regard.
- 7.2 The housekeeping will be responsible for the cleaning of all the common areas, of the complex as per decided schedules and are kept clean and in good hygienic condition.
- 7.3 The housekeeping supervisor will be responsible to ensure that all waste are collected and disposed of in the proper manner of the common area. No debris should be left unattended in the common areas and shall be deposited at the designated areas only by the owners.
- 7.4 The housekeeping staff will not be used for any personal work inside the flat or in the common areas by any Members / Residents. The housekeeping staff is liable to lose his job if caught in such act.
- 7.5 No Resident can put garbage in the common area and staircase.
- 7.6 The housekeeping agency or any agency engaged with the Facility Management Team will not be utilized for work at the Owned / Leased premises without prior approval of the FM. This is with the intention of avoiding misuse / abuse of manpower.
- 7.7 The proper and safe collection and removal of wet, bulky, metal, timber, glass or toxic waste / materials during interior alteration work must be arranged by the Members / Residents daily as per the Fit-out rules of the society.
- 7.8 All construction and freight debris related to the Owned / leased premises are to be arranged for disposal in the certain area as assigned by LTR. If not done, the facility team will do so at the owner's / lessee's cost.
- 7.9 Contractors are not allowed to leave any debris behind in the Complex when performing works within the premises. The Members / Residents are required to ensure that their contractors comply with this requirement.
- 7.10 During the fit-outs the contractor's employees will use the Members' / Residents' toilets only. Any person found squatting or flaunting general toilet etiquette will not be granted permission to enter Raintree Boulevard.

## **8. Pest Control**

- 8.1 The Facility Management Team will take care of pest control in the common areas. The rodent & general pesticide, fogging, spraying will be done.
- 8.2 The Members / Residents will be responsible for pest control within their Owned / Leased premises. The Members / Residents will ensure that only government authorized pest control companies are engaged for this work.
- 8.3 The Members / Residents are requested to convey the schedule of these Pest control companies to the FM team at helpdesk to coordinate for access to Raintree Boulevard and avoid inconvenience.
- 8.4 The Members / Residents will ensure that no pesticides are stored in their Owned / Leased premises.

## **9. Food Consumption**

- 9.1 Food consumption is not allowed in the common areas of the building, i.e. in the ground floor lobby, at the car park, staircases, Lift lobby area, refuse area, driveway and lawns.
- 9.2 Members / Residents can consume food only at the designated area and in their Owned / Leased premises.
- 9.3 Members / Residents are not permitted to cook food anywhere in the premises. The only area where cooking of food can take place is in the area designated and in the Owned / Leased premises.

## **10. Air-conditioning (Clubhouse)**

- 10.1 The central air-conditioning operating schedule will be from 7.00 am to 10.00 am & 5.00 pm to 9.00 pm on all days except Monday as clubhouse is closed for maintenance purpose.
- 10.2 In respect of any change(s) in the air-conditioning operation schedule the Members / Residents are required to give the Facility Manager at least one day's notice in writing. The acceptance will be confirmed from the FM for the same or otherwise intimated to the Members / Residents.

- 10.3 The additional air-conditioning charges will be paid by the Members / Residents at the agreed rates.
- 10.4 In case of breakdown of the air-conditioning services, the Facility Manager will not be responsible to provide alternatives.
- 10.5 The Facility Manager will inform the Members / Residents in advance of any major repair / maintenance work on the air-conditioning plant.
- 10.6 In case the lessee desires to install additional split air conditioners in their premises (Flats) they will obtain prior approval from the Facility Manager for use of ducts for outdoor units. All ducts are utility ducts. Hence the availability of access for plumbing repairs, etc. is a mandatory factor while consideration.
- 10.7 The Facility Manager will grant permission to the Members / Residents to install these additional split air conditioner units provided they are placed in designated areas. Condensers of these units are kept at designated spots on the subject to availability of space.

## **11. Security Policy**

- 11.1 FM will provide security at the main gates; the podiums and the periphery of the building and approval must be done through online Security System.
- 11.2 Members / Residents who organize for personal security for Owned / Leased premises will have to inform to the Facility Manager & Managing Committee. These guards are to be placed within their premise at all times & will be stationed at Drivers Rest Room. By no means will they be permitted to be seated in the lift lobby.
- 11.3 The security staff will not be used for any personal work inside the flat or in the car porch, common areas by any Members / Residents. He is not to assist in acts of calling or booking cabs / opening car doors for Members / Residents. The security staff is liable to lose his job if caught in such act.
- 11.4 RTB is equipped with CCTV at the entrance, exit and few other prime locations.
- 11.5 Security has deployed the use at entry & exit points for additional safety for all vehicles entering the premises.
- 11.6 Authorized signatory for signing all documents for access, material movements will be intimated by the Members / Residents to the FM team through helpdesk.
- 11.7 All Members / Resident's staff (permanent and contractual) will carry photo ID badges (with the name of the Members / Residents and the staff name) on their person always while in the Raintree Boulevard premises.
- 11.8 All staff is required to show their respective IDs to security / facility staff when requested.
- 11.9 Members / Residents will provide lists of its permanent staff and contractual staff to the facility office, which will be validated every quarter.
- 11.10 Members / Residents will notify Members of any additions in staff and in case of separations / retirement / end of term of staff as and when they occur and return Identity cards, passes, etc. issued by FM Team.
- 11.11 All Member's / Resident's visitors will obtain prior entry clearance from the Members / Residents and will register their names with the main gate security.
- 11.12 Members / Residents will inform Facility Manager / Security Officer in advance in the event of its staff or additional staff needing to work on holidays.
- 11.13 All material being sent out by the Members / Residents will need an authorized gate pass.
- 11.14 Members / Residents are not permitted to keep unlicensed firearms or hazardous material in the premises.
- 11.15 Any photography of the building structure or any part of the property will require the prior permission of the FM team / Security Officer.
- 11.16 For smooth flow of traffic and efficient security all Members / Residents are requested to follow the Car Parking Guidelines provided to them by the FM.
- 11.17 Members to bear in mind that the visitor's parking's per tower are few. In case at any point of time, if all parking of any tower is full, the visitor will have to park his / her car out of Raintree Boulevard premises.

#### 11.18 Resident Do's & Don'ts :

- i. Always get all the domestic & other servants, drivers etc., police verified and provide the FM team with copy of the Police certificate. This is in accordance with Public Awareness drive by the Local Authorities.
- ii. Never let strangers into the building (tailgating) when you are entering or leaving.
- iii. When the buzzer rings, check the identity of the person(s) seeking entry before allowing them in.
- iv. Unknown or suspicious persons seeking entrance to the building should be referred to the security.
- v. Be extremely cautious of any salespeople or workers (from the cable company or gas company) that show up unrequested. Ask all salespeople, solicitors and information seekers to produce valid credentials (driver's license and employee ID), and call the company to double-check their legitimacy. Any stranger who does not cooperate should be reported to the police as a potential threat. – Kindly use only the vendors registered with Raintree Boulevard Gardens & cooperate with the team for larger interest of all occupants of Raintree Boulevard.
- vi. If possible, inform the security supervisor when you are going on vacation. Cancel all deliveries and mail. If possible, use clock timers that activate lights and radios to give the impression that someone is home. Small valuables should be stored in a safety deposit box.
- ix. Use the Video Door phone positively on all occasions if bell rings.
- x. Keep the phone number of the police by the telephone. Use Raintree Boulevard Occupants Handbook for local emergency service numbers.
- xi. If you lose your keys along with identification, change your locks immediately.
- xii. Do not enter an elevator if you are suspicious of the occupant(s). When in an elevator, stand near the floor button panel. In a difficult situation, push as many buttons as possible, particularly the alarm button. Do not touch the emergency stop button, as it will immobilize the elevator, perhaps between floors. There is a phone in the elevator, pushing the button with the phone symbol automatically activates the alarm at the reception who will then respond to your call.

#### 11.19 Main Gate Security Do's & Don'ts :

- i. Main Gate Security must maintain a log in which all visitors are noted. The log should show the time of arrival, the visitor's name and who is being visited. No visitor is to be allowed to the lift lobby without prior permission over the video door phone / intercom from the flat owner and resident to use online security system.
- ii. Nobody should be permitted to enter any apartment without the owner being present unless specific written authority is provided. Check the identity of any person claiming to have such authority.
- iii. Stop any person you do not recognize. If it is a visitor going to an owner's apartment
  - Call the owner and check on the validity of the visitor
  - Ask the owner if he or she wishes to see the visitors
  - If the visitor is approved, only then allow entry
- iv. If a person arrives with legal papers or other official matters, check credentials carefully to see if the person is duly authorized.
- vi. The entry of any trades people, housekeepers, etc., must be recorded in the log. Regular housekeepers may be allowed to go up, but if in doubt, call the owner.
- vii. Notify management immediately in the case of any emergency and make sure the list of emergency phone numbers is up to date.

## 12. Smoking Policy

12.1 Smoking is strictly prohibited within the building.

12.2 Smoking is strictly prohibited in areas such as the electrical room, pump room, STP, control room. Parking area is strictly prohibited zone for smoking.

### **13. Data / Telecommunication**

- 13.1 The intercom - communication network is provided for internal use. The intercom / landline - communication network is provided for internal use. Provision for internet (Vodafone & Airtel) and DTH / IPTV (Tata Sky & Airtel) will be made available at RTB.
- 13.2 Members / Residents are not permitted to have dish antenna of any dimension, weight etc. Penalty applicable for all offenders. Penalty as given in the "Additional Charges matrix" is applicable for all offenders.

### **14. Materials Movement.**

- 14.1 The service lift is to be used to transport all incoming material like grocery, consumables, canteen / hotel supplies etc.
- 14.2 Security will inform the Members / Residents on the arrival of the incoming material, mail or courier packages.
- 14.3 No Courier will be received by FM staff.
- 14.4 Members / Residents will authorize security to grant access to the delivery personnel / couriers and ensure that the materials / supplies / mail are quickly unloaded and taken into the respective premises and ensure that there is no spillage during the process.
- 14.5 In case of delivery of heavy equipment / appliances Members / Residents will take adequate precautions to ensure no damage is caused to the building. Members / Residents will assume all risks of damage to articles / property and injury to persons or public resulting from such moves. Members / Residents will repair / replace / reimburse any item damaged during the above process either belonging to the Members or other occupants of the building.
- 14.6 Movement in or out of the Owned / Leased premises of furniture, office equipment and other bulky material shall be restricted to non- peak hours without disturbance to other occupants of the building.
- 14.7 All outgoing material will be permitted through only to those carrying authorized gate passes. Safe custody of gate passes is the responsibility of the resident.
- 14.8 The Members / Residents are not permitted to keep any hazardous material in the premises.

### **15. Noise Pollution**

- 15.1 Refer to the fit-out guidelines.
- 15.2 Members / Residents will ensure that equipment / appliances in their premises do not generate noise that disturbs the other occupants of the building.
- 15.3 Members / Resident's staff and visitors will not shout / make noise to disturb the other occupants of the building.
- 15.4 Burning of crackers / playing of drums / loud music / other instruments is not permitted within the premises.

### **16. Parking - Vehicles - Rules & Regulations**

- 16.1 The speed limit within the Complex area is 10 km per hour. (Non-adherence to this the car owner will be warned first time and a fine as given in the "Additional Charges matrix" will be imposed)
- 16.2 All Members / Residents vehicles numbers will be provided in writing to the FM team in a proper form supplied by FM of Raintree Boulevard.
- 16.3 All Members / Residents vehicles will have the identity sticker pasted on the left side of the front windscreen.
- 16.4 Members / Residents / Visitors vehicles are to be parked at the designated areas only.
- 16.5 Vehicles are NOT to be parked and left unattended in the driveway except for loading / unloading activities.
- 16.6 Vehicles are parked at the vehicle owner's risk.
- 16.7 The FM team accepts no responsibilities for theft, damage or other misdemeanour whatsoever caused to the vehicle, equipment or content therein whilst parked in the premises.
- 16.8 The FM team shall report to the LTR, any instances of vehicles not following the said rules and regulations, and any other instructions, whether written or verbal, by the Members or their representative, and be guided by the LTR on action to be taken.

- 16.9 FM team & Security at parking area will ensure that the vehicle engines are not kept ON while the vehicle is parked in the parking area.
- 16.10 Vehicles with oil / petrol / diesel leakages will be requested to leave the premises until the leak is rectified. Any servicing of any vehicles will not be permitted within the premises.
- 16.11 Visitors cannot park vehicles overnight in the premises without intimation by the resident to the Helpdesk. The maximum No. of days allowable shall be 3 days after which written permission from the LTR will be required.

## **17 Car Parking Management**

The driveways have hanging and fixed column signage for guidance to the drivers while manoeuvring the vehicle in the premise. The convex mirrors are installed at hidden turns to assist on blind turns and speed breakers to control crossing speeds at turns.

- 17.1 All incoming vehicle pertaining to Members of Raintree Boulevard should have security sticker visible for passage IN & OUT. The sticker should have Sl. No. and details of vehicle entered. The occupant's vehicle should be listed in the data available with the security.
- 17.2 All members to park their vehicle as per allotment.
- 17.3 Vehicle always should be driven left side.
- 17.4 Strict compliance of speed limit of 10 Km/hr to be maintained inside Society premises.
- 17.5 Driveway route as marked should be strictly followed.
- 17.6 Extreme caution to be taken during turning / reversing of vehicle to avoid injury to personnel / damage to the other vehicle/ building structure and assets.
- 17.7 No horn to be blown inside parking. Use of lights / blinkers instead is best advised.
- 17.8 It is the responsibility of the Members for securing of the vehicle after parking.
- 17.9 Care should be taken during driving over wet surface.
- 17.10 Vehicle moving out from any podium should be given first preference to clear area.
- 17.11 No overtaking inside the driveway.

Note:- No vehicle will be allowed to enter in building premises without security sticker, in case permission for the vehicle entry without security sticker, written information to be provided to security by the Members (through FM helpdesk).

## **18. Rules Regarding Pets**

Whereas Resident desires to keep pet / pets in the premises subject to the following terms and conditions:

- 18.1 That the pet/pets will not be permitted to cause any discomfort, annoyance, nuisance or in any way to inconvenience or cause complaint from any other resident or neighbor and Resident does hereby covenant that upon receipt of notice from Owner of a complaint by another resident or neighbor, that action will be taken immediately to remedy the cause of the complaint to the satisfaction of Owner.
- 18.2 The aforementioned pet/pets will not be permitted to freely traverse the lawn areas of the building common area in any way, or to commit any damage or nuisance in any part of the Raintree Boulevard premises or elsewhere in the building; Resident agrees and covenants to be financially responsible for any and all damage, loss or expense arising out of keeping the pet/pets at the premises.
- 18.3 Resident further agrees that aforementioned pet/pets will not be permitted outside Resident's premises unless restrained by leash.
- 18.4 For failure or breach of any of the terms and conditions set forth above, Developer reserves the right to penalize for the same.
- 18.5 Resident shall not keep any pet with any vicious or dangerous propensities.



- 18.6 Members / Residents owning pets are responsible for the clearing the pet droppings as it is not permitted to utilize the common areas for this purpose. (A fine will be imposed if found violating the norms as given in the "Additional Charges matrix")
- 18.7 Pet owners should submit all pet related documents such as latest vaccination certificate etc. to the FM Office and keep all documents up-to-date at all times.
- 18.8 It is your right to walk your pet as is also your responsibility to keep all common areas in Raintree Boulevard clean and safe.
- 18.9 Pet owners should ensure that no disturbance / nuisance is caused to the other members / residents due to their pets being locked and unattended in the apartment.

## **19. Clubhouse**

The operational timing of the clubhouse is 0700 to 2100 Hrs.

- 19.1 The Clubhouse is managed by FM team and facilities provided at Clubhouse are Squash Courts, Badminton Courts, Gym, Yoga-meditation-Dance Room, Games area, Library / Business Lounge, Conference room, Table Tennis, Billiards, Multi-purpose halls, Open Terrace, Indoor & Outdoor swimming pool, Steam, Bowling alley, golf simulator, Crèche Sauna & Cafeteria.
- 19.2 The timings and terms & condition for facilities at the individual utilities are as mentioned in respective area and notice board.
- 19.3 Members must address the staff of the Club in a polite and courteous manner always.
- 19.4 The Members / Residents must be in the company of, and be responsible for the conduct of, their guests in the Clubhouse and elsewhere on Raintree Boulevard property and shall ensure that such guests comply with the rules of the Club and Premise always. Members are requested not to encourage their Guest to move around in the clubhouse and facilities alone.
- 19.5 Raintree Boulevard Clubhouse or FM shall not be responsible for the loss of property from lockers used by members and their guests or for losses sustained by members and guests in and around the clubhouse or for the property of members and guests left on the premises.
- 19.6 No Member shall take or permit to be taken from the Clubhouse any articles belonging to the Club, and no notice or document of any kind shall be placed in the Clubhouse, except by the authority of the FM Team.
- 19.7 Members and guests shall be properly attired and wearing apparel suitable to the activities being performed.
- 19.8 Members shall be liable for the value of all clubhouse property damaged or removed by them or by their guests.
- 19.9 All Amenities will remain closed daily between 13.00 hrs. to 16.00 hrs. Members are requested to ask for club attendant to assist during use of Steam. Club Management & FM team will not be responsible for any untoward incident / accidents while use of facilities without the assistance of attendant.
- 19.10 The Guest will be charged for usage of facilities. No maids and employees can use any of the recreational facilities.
- 19.11 Game Rules are available with the club staff at club reception – for reference only.
- 19.12 Gambling and wagering of all kinds are prohibited in the Clubhouse.
- 19.13 Any conduct unbecoming a lady or gentleman will be met with prompt and decisive action by the Management. Unbecoming conduct includes, but is not limited to, the use of loud boisterous and obscene language and the attempt to reprimand employees, as well as any conduct which is likely to endanger the best interest or character of Raintree Boulevard. Club Manager has right to refuse the usage of club.
- 19.14 Any misconduct of an employee should be reported immediately to the Facility Manager. Disciplinary action for employee misconduct will be handled by the FM who is responsible to the Management.
- 19.15 Suggestions and complaints must be made in writing, be signed and forwarded to the Facility Manager
- 19.16 No food and beverages to be consumed within internal Gaming zones of the Clubhouse premises.



- 19.17 All functions and special parties for those under 21 years of age must be chaperoned by their parents or other responsible adults. All such parties must be approved in advance by the Facility Manager.
- 19.18 Only online payments accepted for booking clubhouse functions (no live cooking is allowed).
- 19.19 Arrangements must be made with the cafeteria Management for a member to have a special party and any special consideration must have the written approval of the Facility Manager / club Manager.
- 19.19 Wet swimming suits are not permitted in the clubhouse except for the adjoining outside deck area and locker rooms. Appropriate cover tops over dry swimsuits will be permitted in the sit out area if the swimmer is not shirtless or barefooted. If member not found in an appropriate attire in the pool, penalty as given in the "Additional Charges matrix" will be charged.
- 19.20 Without exception, no dogs, or pets or animals are permitted in or around the clubhouse whether restrained or not.
- 19.21 The clubhouse and its facilities, including the swimming pool, exercise room and game tables are reserved for adult and family use. Children under the age of 16 years are not permitted to use the facility unless accompanied by one of their parents.
- 19.22 All organized group usage must be sponsored by a member and be approved by the Facility Manager.
- 19.23 The FM Team and Management shall have the right, when a Club Function, whether of a social nature or otherwise is taking place, to exclude Members not participating in such a function from the Clubhouse or from the portions of the Clubhouse In which such function is taking place.
- 19.24 House Members shall be permitted to introduce not more than four guests to the Clubhouse at any one time, expect for a prior written permission and always subject to any restrictions imposed by the FM team or Management.
- 19.25 All complaints must be made in writing to the FM team, which must be signed by the person making the complaint. The FM shall submit such complaints to the Managing Committee who shall deal with them under their powers conferred by the Rules. Members are reminded that complaints on the running of the Club or conduct of the staff must in no circumstances be made to the staff of the Club.
- 19.26 Members must report to the management any breaches of the terms of the Rules of the Club which come to their attention.

Note - These are the Rules of Raintree Boulevard Clubhouse. They shall be kept under review. Members are invited to send their suggestions for the better running of the Clubhouse to the FM.

## **20. Swimming Pool, Steam, Sauna**

Raintree Boulevard has a swimming pool will be open from 07.00 Hrs. to 12.00 Hrs. and 15.00 Hrs. to 21.00 Hrs. on all days, except for maintenance timings from 12.00 hrs. to 15.00 hrs. Children below 15 years of age are not allowed unless accompanied by a responsible adult & are requested to leave the pool after sunset (20.45 Hrs.) The Closure of pool or facility due to major or preventive maintenance activity on the pool will be intimated to members 24 Hrs. before.

Monday – Swimming Pool is closed for the routine maintenance.

### **20.1 Requirements:**

- i All members and guests shall sign the swimming pool registers at arrival at the swimming pool area before entering the facility.
- ii Members shall accompany their guests and no member shall have more than 4 guests (proposed) daily, expect for those with prior information.
- iii Guests shall be determined as any person 4 years of age or older who is not a member of the member's immediate family.
- iv There will be lifeguard on duty. Please ensure his presence by your pool before getting into the pool. Expert Swimmers swim at their own risk.

v The following safety procedures apply:

- No one shall swim alone. The Buddy System saves lives.
- No running in the pool areas.
- No glass of any kind is allowed in the pool areas.
- No rough play or hard throwing of objects in the pool areas.
- CHILDREN WILL BE SUPERVISED ALWAYS by their parents or other designated adults.

vi No food or beverages will be consumed within five feet of the pools.

vii General Requirements:

- No cut offs will be worn in the swimming pool facilities.
- Members and guests shall wear regular and customary apparel worn by bathers.
- Raintree Boulevard FM will not be responsible for articles missing from the pool areas.
- Members and guests are requested to help keep the pool area clean.

20.2 A shower is compulsory for everyone before entering the Pool. If member found not doing so, penalty as given in the "Additional Charges matrix" will be charged.

20.3 Ladies and person with long hair should wear swim cap / costume while swimming in the Pool. If member found not doing so, penalty as given in the "Additional Charges matrix" will be charged.

20.4 For the convenience of other members, members will take care to not make any undue noise and disturbance.

20.5 Spitting, nose blowing, and the like are not permitted in the pools.

20.6 Person having skin disease, external injury or any other infections are prohibited from swimming in the Pool.

20.7 Proper swimming costume is compulsory before entering the Swimming Pool.

20.8 No bicycles, roller blades, scooters, or skateboards in the pool area.

20.9 Raintree Boulevard FM reserves the right to deny use of the pool area to anyone for reasons of safety.

20.10 No diving. No running in the pool area.

20.11 Swimming under influence of alcohol is not permitted.

20.12 The equipment around the pool area shall only be used for its designated purpose. No pool side furniture shall be removed from the pool area. Misuse of the pool side furniture is strictly prohibited. Deck chairs and other poolside furniture may not be reserved.

20.13 All persons are advised to leave the pools during heavy rain and thunderstorms.

20.14 The Management shall not be responsible for any mishaps, injuries or loss of property sustained by the Residents or their Guests when using the pools and their facilities.

20.15 The Management reserves the right to close the pools for maintenance purpose.

20.16 These rules and regulations are subject to revision at the discretion of the Management as and when it is deemed necessary.

<b>DO'S</b>	<b>DONT'S</b>
<ul style="list-style-type: none"> <li>• Teach children water safety and swimming skills as early as possible.</li> <li>• Teach yourself water safety / rescue and swimming skills.</li> <li>• Appoint a "designated-water watcher" to monitor children during social gatherings at / or near bodies of water.</li> <li>• Always brief babysitters on water safety, emphasizing the need for constant supervision.</li> <li>• Keep rescue equipment accessible at pool side and post CPR instructions.</li> <li>• Invest in layers of protection for backyard pools such as: installing doors and windows that exit to a pool area with alarms and fencing with self-closing latches.</li> <li>• Maintain constant visual contact with children in a pool or pool area.</li> <li>• Install a poolside phone, preferably a fully charged cordless model, with emergency numbers programmed into the speed dial.</li> <li>• If a child is missing, check all sources of water near home first; seconds count in preventing death or disability.</li> </ul>	<ul style="list-style-type: none"> <li>• Don't rely on swimming lessons, life preservers or other equipment to make a child "water safe." There is no substitute for supervision.</li> <li>• Don't ever leave a child alone in a body of water (bathtub, pool, etc.), 2 seconds is too long, let the phone ring.</li> <li>• Don't allow children to push playmates, jump on others, and "dunk" one another, dive or jump in shallow water.</li> <li>• Don't leave objects such as toys that might attract a child in the pool or pool area.</li> <li>• Don't use flotation devices as a substitute for supervision.</li> <li>• Never prop the gate to a pool area open.</li> <li>• Never assume someone else is watching a child in a pool area.</li> <li>• Don't leave chairs or other items of furniture where a child could use them to climb into a fenced pool area.</li> <li>• Don't think you'll hear a child who is in trouble in the water; drowning is a silent death, with no splashing to alert anyone that there is trouble.</li> </ul>

**20. Gymnasium**

Facilities - Fully air conditioned - Fitness Suite. Full range of cardiovascular equipment, weight resistance machines and free-weights. You receive ongoing, friendly advice to ensure that your personal workout program is regularly updated for maximum enjoyment and results.

Use of Gym without Instructor at members / residents own risk.

- Entry in the gym register is mandatory.
- Age limit for use of the gym is 16 years and above.
- In case of any exception on the age limit of the Clubhouse for purposes of health or sports or any other, a certification from the doctor / authorized representative to be submitted to LTR / FM outlining reasons and time period for the same. Post approvals, the person concerned may be permitted usage

No additional charges are levied for those holding valid Clubhouse Card for the use of the Gym.

Visitors: Visitors are not allowed to use the Gym, except those Authorized. Visitors are not to coach or train.

20.1 Fitness Assessment

Clothing

Any comfortable / loose fitting clothes that are suitable for exercise. Shoes must be soft and for indoor sport.

20.2 Rules

- i Write your name clearly in the sign-in book each time you use the Gym.
- ii Suitable leisure clothing and sports shoes must be worn.
- iii Shoes to be used in the Gym are exclusively meant for internal use purposes. Outdoor shoes from public areas / garden etc. are not permitted in the Gym.

- No children are allowed in the gym at any time - a gym member must be over 16 years of age.
  - No bags are to be left in the gym at any time.
- iv. No equipment shall be shifted or removed from their designated positions or from the gymnasium. Weights shall be returned to their designated positions after use.
  - v. The Residents shall be responsible for any damage caused by them or their Guests to the equipment in the gymnasium and shall be liable for all costs incurred by the Management for the repair or replacement of the damaged equipment.
  - vi. Food, drinks, smoking and pets are strictly not allowed in the gymnasium.
  - vii. Any inductions / programs / Fitness Assessments can be arranged with prior permission
  - viii. Please report any incidents / accidents to the duty manager or Gym staff immediately.
  - ix. Carry your own small towel for gym purposes.
  - x. Mobile phone should be kept on silence mode.
  - xi. Swimming pool / Health Club you are using on your own risk (Undertaking can be taken)
  - xii. Body-spray can be used to avoid body odour.
  - xiii. Please maintain silence while working out.
  - xiv. Members / residents are permitted to use their head phones for their personal choice of music.
  - xv. Music in the Clubhouse shall be played as per the discretion of the Clubhouse. Members / Residents are not permitted to change the music played
  - xvi. Guidelines for use of personal trainers / coaches have been provided earlier.
  - xvii. The Gym Manager's decision is final in case of any dispute.

## **21. Table Tennis, Badminton, Squash Court & Games Room**

All these facilities are open from 07:00 hrs. to 21:00 hrs. daily. (The security guards are authorized to stop play and turn off the lightings if users are in play after 21:00 hrs.)

- 21.1 Only squash / sports shoes are allowed, marking and black soles shoes are not allowed.
- 21.2 Mobile phones should be switched off in the table tennis & squash court.
- 21.3 Court bookings can be made in advance. Guests will not be allowed to make any court bookings.
- 21.4 No furniture shall be shifted or removed from the games room.
- 21.5 The Residents shall be responsible for any damage caused by them or their Guests and shall be liable for all cost incurred by the Management for the repair or replacement of the damaged item.
- 21.6 A booking shall be deemed cancelled if the Resident is not at the court within 15 minutes of the time booked and thereafter, the court becomes available for booking for the remainder of that hour.
- 21.7 The Resident who has made the booking shall be responsible to ensure that court is not used for any purpose other than the game it is intended for.
- 21.8 Pets are not allowed in these facilities / games room.
- 21.9 No Food or smoking is allowed in these / games room.
- 21.10 No betting / gambling are allowed in these facilities / games room.
- 21.11 Consumption of food and drinks is strictly not allowed.
- 21.12 The Residents shall be responsible for the good conduct and behaviour of their Guests attending the activities at the games room.
- 21.13 Children under 12 years of age are not permitted in the court unless accompanied by parents or supervising adults who shall be responsible for their safety and good behaviour.

## 22. Multi-function Hall

- 22.1 a) Multi-Purpose Hall - for parties, charges are as given in the "Additional Charges matrix". Available in three time slot, 07:00 – 11:00, 12:00 – 16:00 & 17:00 – 21:00.
- b) Facilities are strictly available for members & their family residing at Raintree Boulevard (Rules apply).
- ONLY be used for non-commercial and social functions such as birthday parties and other interest group functions. It will not be used for functions regarding religious, political, illegal or immoral activities, business meetings, conferences. The Management reserves the right to disallow any request for booking should it deem that the planned activity is inappropriate or to disallow the use of the hall when such inappropriate activity is discovered. A written undertaking / application format is available at FM office for booking of Multi-purpose Hall. This also followed by undertaking from the caterer & decorator with refundable safety deposit as given in the "Additional Charges matrix" will be charged. The deposit amount will be immediately handed over in presence of the member, on proper undamaged & cleaned handover of facility after use of the same.
- 22.2 Smoking: No smoking is permitted within the clubhouse at any time.
- 22.3 Non-availability of the Multi-Purpose Hall for rentals in the event of Assessments being non-current: The Club House is not available for rental to any owner if the Raintree Boulevard Member / Resident assessments and other sums due to the Management by the member are not current.
- 22.4 Member as host: Only (1) members, (2) immediate family members of owners, or (3) tenants may reserve the Clubhouse hall. The Raintree Boulevard members or tenant must be present always at the function for which the Clubhouse is rented and must be the primary host of the event. Members or tenants will not reserve the area on behalf of a third party.
- 22.5 Music: Music, and / or any other noise, must be kept at a level that it cannot be heard in the surrounding homes in the area. DJs when hired, for the parties, must be instructed to positively report to the FM team for their requirements at least 48 hrs before the schedule / booking time. The renter of the clubhouse hall will be responsible for seeing that there are no loud noises from the guests either coming to or leaving the function at the clubhouse. DJ should have a valid license to play the music. A copy of the license should be handed over to FM 48 hrs. Prior to the event.
- 22.6 Cooking: There are restrictions for cooking in the assigned areas of the party hall which needs to be adhered too. Caterers for catering requirements should be directed to the FM team for updates. (No live cooking is allowed (Gas)
- 22.7 Clean-up of Clubhouse: The Raintree Boulevard homeowner who rents the clubhouse hall will be responsible for cleaning the clubhouse hall and any other area used, including all equipment and furniture, immediately after the function ends.
- 22.8 Damage: Raintree Boulevard homeowner will be responsible for the repair or replacement of any damage done to the Clubhouse, or its furniture, equipment, or window coverings.
- 22.9 Keys: The keys for the clubhouse will not be handed over to any owner at any cost. Functions should get over within the mentioned timelines or else an addition charge as given in the "Additional Charges matrix" will be charged to the booker. This amount will be deducted from the deposit amount.
- 22.10 Assumption of risk: The Raintree Boulevard owner will assume full responsibility for any and all accidents or claims that may arise as a result of any accident or for any other reason in connection with the function or lease of the Clubhouse by the owner and said owner shall agree to hold harmless and indemnity provisions contained in the Rental Agreement to which these rules are attached.
- 22.11 Heat / AC: Raintree Boulevard Members or tenant will be responsible to ensure the heat and / or air conditioning and lights are to be turned off after the function is over.
- 22.12 Decorators: Decorators, when hired, for the parties, should be instructed to positively report to the FM team for their requirements at least 24 hrs. Before the schedule / Booking time.
- 22.13 Lights: No additional lights are provided by FM team. Supply for same will be made available at viable places.

22.14 To make a booking, the Resident is required to submit in advance a request / application, with Rs. 15,000/- as refundable deposit to the Management at the management office during office hours. The deposit will be refunded, free of interest, any expenses incurred by the Management for repairing any damage caused or for cleaning surrounding area shall be deducted from the deposit.

The maximum number of Guests per session shall not exceed Fifty (50) persons per hall.

PLEASE UNDERSTAND THAT THIS IS A RESIDENTIAL PROPERTY OF YOUR OWN – USE IT CAREFULLY AND WITHOUT DISTURBANCE TO THE OTHER MEMBERS.

### **23. CCTV & Video Door Security System**

CCTV system is setup at Ground / Podium to monitor the vehicular security & safety. The day-to-day recording is planned for 30 days, which gets re-written every 31st day. The recording is the property of the Raintree Boulevard and will not be viewed, copied, distributed without the written consent of the management.

VDP are fitted in each flat, owner should see through it and then only open the doors.

### **24. Fire Detection & Fighting System**

24.1 In case of fire, the fire Alarm System operated through MCP and indicative alarm (Electrically Ringing Bell) at lift lobbies of all towers gets activated. The security confirms floor of call and will dash to the floor immediately on informing the FM Office / Facility Manager. Under the guidance of the FM, the appropriate action will be initiated. Any False alarm will be suppressed after confirmation and or else evacuation will be declared. Security Officer / main gate security supervisor / guard to call the Fire Brigade and the Local Police Station.

All members will be informed by intercom, security guard at refuge responsible for concerns floors will bang the doors and inform all occupants to leave the building by stairways (Repeat) stairways to assembly point.

24.2 In case of incidence of Alarms in non-working hours, the security will call security supervisor to company him. The security supervisor to inform the FM on his mobile and make log of exact happening. FM to instruct security on actions to be taken and reach the site in max 30 minutes. Firefighting system is fitted in flat and common area, in case of fire this help to extinguish the fire.

24.3 Half-yearly check of system will be done by FM team, as per schedule.

### **25 Instruction to all Building Service Contractors Working within L&T Raintree Boulevard**

25.1 Registration at Security Counter – Service Gate

- i. The Customer / Owner / Member will submit and register list of contractors working within the premises to Security.
- ii. For a group of workers, identify the supervisor / leader and submit list of workers names and ESIC numbers.
- iii. State: Contractor Company's name, Type of works, Customer / Owner / Member's name, Location of works

25.2 Identity Badges

- i. ID badges will be issued to the contractors for identification purposes.
- ii. ID badges are to be worn always when working within the complex.
- iii. ID badges are to be returned personally to the security counter before leaving the complex the same day.

25.3 Contractors Responsibilities

- i. Contractor is to ensure necessary safety standards in carrying out works.
- ii. Contractor is to take necessary care and precautions to prevent damage to other facilities during carrying out their works. Costs incurred in making goods damages will be borne by the contractor.
- iii. Contractors will enter the building only through the service gate.
- iv. Contractor is to ensure that windows are closed during rain, to prevent water ingress into the premises.

- v. Contractor is to ensure that all building windows/doors are closed in the works area at the end of the day.
- vi. Lightings and equipment are to be switched off when not in use.
- vii. Contractors will not carry out noisy work between 1 pm to 3 pm.
- viii. Contractors can carry out work from 9 am to 06:30 pm only. All labours should be out from the main security gate by 07 pm positively – lastly followed by the supervisor/ Mukadam confirming same to security supervisor on duty.
- ix. During the fit-out the contractor’s employees will use the Customer / Owner / Members’ toilets only.
- x. Safety net to be put up at all openable windows / areas from the tide up vendor as cautionary measure. This is mandatory as incidences of interior things / debris falling have reported, fortunately non-fatal.

#### 25.4 Debris

- i. Contractor to ensure that works areas is cleaned up and debris removed upon completion of works. Costs incurred to remove such debris by the Building Project Manager will be borne by the Customer / Owner / Member.
- ii. The common area – area in lift lobby & stairway will have to be cleaned at the end of the day’s work. Any debris left anywhere but in the designated area will attract a penalty as given in the “Additional Charges matrix” will be charged.

#### 25.5 Child Labour

- i. Contractor will not engage any person below the age of 18 years.

#### 25.6 Loitering

- i. Workers are not to loiter at any other place within the complex other than the designated work areas.

#### 25.7 Food / Drinks

- i. Food/drinks are to be consumed ONLY in the licensed premises or designated areas.

### **26 Parking Guidelines**

#### 26.1 Resident Parking:

- Resident parking is provided at lower and upper basement levels. Each resident is allotted specific car parking spaces at these levels. Cars of residents shall be parked strictly in the parking spaces specifically allotted to them and at no other place.
- Each resident is entitled to one parking sticker for each car park allotted to him or her. Such sticker should be pasted in the front windscreen of the car which wishes to enter lower level. A car without sticker shall not be permitted entry in parking
- Each parking space is meant for parking of one car only.
- Parking spaces shall be used for parking purposes only. Parking spaces shall not be put to any other use and no goods or articles or materials shall be kept or stored in parking spaces nor did any other activity carry on there.
- A car of a resident parked anywhere other than the Authorized space allotted to that resident shall be clamped and the clamp shall be released only upon payment of penalty as prescribed below.
- A resident who obtains or possesses more number of stickers than the number of car parks allotted to him, shall be liable to pay penalty as prescribed below.
- Toilets are provided at upper level for the use of the drivers. If any driver or any other person is found urinating at any place at any levels outside the toilets, or creating any other nuisance, that person as also the resident employer shall be liable to pay the penalty.
- The penalties payable will be applied as per “Additional Charges matrix”.e drains.

#### 26.2 Guest Parking:

- Parking of guest is strictly for guests in the complex.



- Guests of the residents can park their cars free of charge in the designated guest parking Spaces at Basement level 1A subject to the following.  
Guests shall not park cars in any areas other than the designated areas.
- A guest car parked for over 24 hours in the guest parking would require permission from the Facilities team. Such a permission would be granted on payment of the requisite fee.
- Permission for parking overnight shall be obtained from the facility office by paying the parking fee, obtaining receipt for the same, and displaying the receipt on the car dashboard so that it is visible to the security personnel from outside the car. A car parked overnight without such receipt shall be clamped, and penalty as follows shall be payable.
- Washing of cars at Podium / ground level is strictly prohibited.
- Parking fees for overnight guest parking shall be as follows: 1-7 nights - as given in the "Additional Charges matrix" will be charged. Beyond 7 nights – Not permissible. Residents can though take parking on rent from society office for any period greater than a week. Decision of the LTR is final and subject to change without prior notice.
- Unauthorized parking of guest cars will be charged a penalty as given in the "Additional Charges matrix" and vehicle clamped. The clamp will be removed only after the payment of the penalty as above and showing a proper receipt for the same to the security.
- A penalty as given in the "Additional Charges matrix" shall be levied for any damage, breakage or theft or unauthorized removal of clamp which is affixed on any car.
- Any car parked in violation of the above rules or in any area other than designated guest parking area shall be clamped instantly and charged the same fine as above.
- A car which does not have a Raintree Boulevard sticker and is clamped and remains unclaimed for three days shall be towed away as it poses a security risk. Such towing shall be at the risk and costs of the owner of the car and the society or the facility team or the security shall not in any manner be liable or responsible for the car or any damage to the same.
- The managing committee reserves the right to change the rules after reviewing them from time to time.
- All car park is provided with CO sensor and smoke detectors and ventilation fans.

## 27 Solid Waste Management

Purpose:

Facilities management Team of RTB, in its endeavours to keep the RTB premises clean & green, has promulgated guidelines for Solid Waste Management in line with the extant regulations / guidelines promulgated by BBMP. The purpose of this policy is to establish standard for Solid Waste Management which comprises activities and actions that are required to manage Wastes from its inception to its final disposal. We request all residents of RTB to abide by the following guidelines for solid waste management and support us in our endeavours in keeping RTB clean & green.

### State Regulations

BBMP and High Court have mandated that source segregation is mandatory for all bulk waste generators before handing the same to authorized BBMP empanelled vendors.

As per SWM Rules, 2016, it clearly states that every waste generator shall,

- a) Segregate waste at source: Separates the waste into three categories, namely Wet, Dry and reject waste.
- b) Handover segregated waste to authorized vendors of BBMP.
- c) Wrap the sanitary waste securely before handing the same to Authorized vendors.
- d) Store garden and horticulture waste generated in the premise separately.
- e) No waste generator shall throw, burn or bury the solid waste on streets, open public spaces or in the water bodies.



### 27.1 Solid Waste Management Activities:

The Solid Waste Management activities comprises Segregation, collection, transportation, treatment and disposal of various kinds of wastes together with Monitoring and regulation of the waste Management process. The concept adopted is in line with the BBMP regulations which is known as is called "2- Bins & 1 Bag concept". A brief explanation of the various activities is as below: -

#### i. Segregation of Wastes at source:

All households should use "2- Bins & 1 Bag concept" for segregation of waste. As per this concept Green Bin is used for collection of Wet waste / food waste, Red bin for collection of Reject waste / Sanitary waste and Bag for the collection of Dry waste. The FM team shall ensure that all residents are issued with pamphlets comprising guidelines pertaining to segregation of wastes at source so as to ensure smooth process and maximum segregation at source.

### 27.2 Contents of 2 Bin and 1 Bag

#### i. Green Bin: A green bin should be used for the wet waste. The contents of the Green Bin as described by MSW rules 2016 are:

- Food wastes of all kinds cooked and uncooked including eggshells and bones
- Flowers, fruits and waste including juice
- Vegetable peels
- Household garden / plant wastes

#### ii. Red Bin: Red bins should be used for reject waste (or) sanitary waste. The contents of the red bin as described by MSW Rules 2016 are

- Sanitary pads
- Diapers
- Syringes
- Sharps
- Medicines
- Human fluid contaminated cloth
- Hairs
- Nails
- House dust
- Razor / Blades / Vials
- Used Tissue papers

#### iii. White Bag: The white bag should be used for collection of the dry waste. The contents of the bag as described by MSW Rules 2016 are: -

- Paper (Newspaper, Notebooks, etc.)
- Cardboard & cartons
- Containers & packing of all kinds, excluding those containing hazardous materials
- Compound packaging (Tetra pack, etc.)
- Plastics and Wood
- Rag
- Discarded Clothing

In this regard, residents are requested to keep the dry wastes such as card boards, newspapers, etc. neatly stacked and tied to facilitate easy collection and disposal by FM HK staff.

- iv. Plastic Liners: No plastic liners should be used in the Green and Red Bins. Plastics are banned by BBMP and is likely to be penalised. On the other hand, plastics are not getting recycled and hence ends up at landfills which takes more than 500 years to decompose.

Instead of using the Plastic liners, Newspaper liners can be used in the Green Bin which will be used for collection of food waste. These green bins should be washed on daily basis to avoid any stench or mosquitoes or flies.

#### 27.3 Collection of segregated waste:

- i. The housekeeping staff will be carrying out the door-to-door collection of the segregated wastes from households on regular basis as per timings promulgated by FM office from time to time. Each tower shall be deployed with housekeeping staff for the smooth collection of wastes.
- ii. In this regard, all residents are requested to keep their waste Bins ready inside the flat duly covered with lids, during the timings stipulated for collection of wastes and handover the same to Housekeeping staff.
- iii. Timings for door-to-door collection of wastes:
  - iv. Wet and Reject wastes: Daily from 08:30 hrs to 10:30 hrs
  - v. Dry waste: Daily from 08:30 hrs to 10:30 hrs
- vi. The housekeeping staff will be carrying 02 large size wheeled bins (01 red and 01 green bin each) and 01 large sized bag. The wastes thus collected from door to door will be taken to the waste management yard (or) Garbage store.

Note: It may kindly be noted that the wastes shall be collected as per the above-mentioned timings irrespective of the regular holidays, crisis or strife.

#### 27.4 Transportation, Treatment and Disposal:

- i. Wet waste: The wet wastes thus collected will be handed over to the Organic waste convertor (OWC) operators at OWC room where the wet waste is processed to generate manure / compost which is stored in suitable chambers for reuse in the landscapes, gardens, plants and trees towards nourishing the soil.
- ii. In the event of OWC non-operational for whatsoever reasons, the wet waste is handed over to the BBMP empanelled Solid Waste Management vendors on daily basis for further disposal in an environment friendly manner. BBMP empanelled SWM vendors handover the wet waste thus collected to Biogas plants towards gainful generation of renewable sources of energy.
- iii. Reject & Dry waste: The reject and dry wastes thus collected will be handed over to the BBMP empanelled Solid Waste Management vendors on daily basis for further disposal in an environment-friendly manner.
- iv. In the event of non-availability of vendor for whatsoever reasons, the dry & reject waste is stocked safely in large garbage bins meant for the purpose kept in garbage store and handed over to the SWM vendors on immediate availability.

#### 27.5 Bins in the common areas: Large 120 L wheeled Red Bins are placed at random indicated locations in the common areas such as podiums, landscapes, driveway etc. so as to inculcate / encourage the residents / visitors / staff / workers to adopt the culture of the right means of disposing the wastes and thereby obviate littering of wastes in the common areas.

- i. In this regard, we urge one and all to: -
  - Refrain from dumping wet wastes into the bins placed in common areas.
  - Carry home the dry / wet waste, if any in a cover and dispose the same into your household bins in segregated manner explained above.
  - Restrict the use of the Red bins in common areas for disposing dry wastes only and only if unavoidable.
  - Support us in checking the people from indiscriminate disposal of mixed waste into the common area bins.

- Encourage / promote the residents & non-residents to adopt Solid waste management practices towards keeping our premises clean and green.

Note:

- Dumping of mixed waste into these bins is an offence and defaulters shall be fined.
- Please understand that the empanelled Solid waste management vendors shall not collect the mixed waste and segregation of the mixed waste is a cumbersome process that causes wastage of our useful time, energy and resources which otherwise can be gainfully utilised.

27.6 Collection and Disposal of e-waste: In our endeavours to prevent littering of the electronic wastes in the common areas, we would be placing "e-Waste" bins at designated locations in ground floor lobbies to facilitate dumping electronic wastes. Thus collected waste shall be handed over periodically to BBMP authorised / licensed vendors through our empanelled SWM vendor for recycling of e-Waste.

27.7 Adherence:

- The residents are requested to adhere to segregating waste at source and thus co-operate with FM team in implementing this SWM policy.
- It shall be our endeavour to promote awareness and educate one and all on SWM practices in keeping our RTB clean & green.
- Though there might be initial hiccups, residents shall resolve to co-operate with FM team in cultivating / promoting the waste management practices for clean & green environment.
- The Housekeeping / sanitation workers shall be trained consistently & sufficiently in order to educate the residents patiently and stop being put off or discouraged.
- It may kindly be noted that if primary segregation is properly done, a considerable work for the sanitation workers shall reduce.

27.8 Non-compliance & Penalty:

- Households or residents found not abiding by the SWM principles & norms and are chucking waste mixed up or in some vacant place in residential areas shall be seriously dealt with penalties as given in the "Additional Charges matrix"
- In the event of a resident's persistent non-cooperation, the matter will be taken to the notice of the competent authority for advice/ action in order to maintain orderliness in the campus.
- Despite repeated requests and advice, if any residents or users were found not segregating the wastes, the Housekeeping staff shall not collect the waste from such Households. In addition to the above, a penalty as given in the "Additional Charges matrix" shall be levied on that household and SWM services shall not be provided till the penalty is paid to FM.
- However, anyone wilfully or negligently throwing waste in vacant places or hand mixed up wastes persistently shall be viewed as incivility and non-cooperation and dealt with a penalty as given in the "Additional Charges matrix"
- The competent authority of FM may also decide differential way of handling residents in the case of one-time violation, and repeated non-compliance / negligence.

**28. Additional Charges: All the below charges are at the discretion of the LTR and can be withdrawn, restricted at any time without prior notice.**

<b>Sr. No.</b>	<b>Description</b>	<b>Charges (+applicable taxes)</b>	<b>Duration</b>	<b>Remarks</b>
1	a) Additional Club Card (at the discretion of the MC) per person b) Failure to return Club Card (resale / expiry of L&L)	Rs. 6000 Rs. 1000	Annual	Only for residents Per card
2	Guest charges per person	Rs. 250	Day	Guest has to abide by the rules. Preference will be given to owners.
3	Smoking outside of designated areas	Rs. 500	Per offence	
4	Chewing and spitting paan / tobacco within the premises	Rs. 1000	Per offence	
5	Washing of vehicles with hose pipes or repairing of automobiles in the premises	Rs. 1000	Per offence	
6	Speeding of vehicles above 10 kmph in the premises	Rs. 500	Per offence	On repeat offence, charge will be in increments of Rs. 5000 for every repeat offence.
7	Parking in the wrong parking slot / including guest parking in the wrong parking slot	Rs. 500	Per offence	On repeat offence, charge will be in increments of Rs. 1000 for every repeat offence.
8	Dish antenna is not allowed to be put up by any resident	Rs. 5000	Per offence	Same will be removed within 24 hours of notice, else charge of Rs. 5000 will apply for every additional day of offence.
9	Pet defecating any common area (if not cleared by the resident and put in the dustbin) / Pet not put on a leash / non-usage of the designated elevator / found in a "non-pet" area	Rs. 500	Per offence	
10	Entering the pool without having a shower / not wearing appropriate swimwear / running or diving in the pool / playing with any foreign material (ball / frisbee, etc.)	Rs. 500	Per offence	On repeat offence, club card of the offender will be confiscated for 90 days.

**Additional Charges: All the below charges are at the discretion of the LTR and can be withdrawn, restricted at any time without prior notice.**

<b>Sr. No.</b>	<b>Description</b>	<b>Charges (+applicable taxes)</b>	<b>Duration</b>	<b>Remarks</b>
11	Damage to any amenity in the club / amenity area	On actuals	Per offence	Owner is responsible for the same for self / tenant and guests
12	Multi-function hall	Rs. 6000	4 hour slots	Deposit of Rs. 15000 that will be refunded after adjusting charges towards damages, etc. Rs. 2500 per hour additional charge if booking member does not vacate the hall (and returns it to its normal state).
13	Debris left in any area but the designated area	Rs. 5000	Per offence	This will be deducted from the security deposit paid towards fit-out.
14	Parking overnight (guests)	Rs. 5000	Per night	Up to a max of 6 nights
15	Damage / breakage or forceful removal of the clamp on a vehicle	Rs. 2500	Per offence	
16	For possessing or using excess number of parking stickers or photocopy of parking sticker	Rs. 5000	Per sticker	Refusing to surrender the stickers after being notified: Rs. 100 per day of default in surrendering.
17	For urinating or creating any other nuisance in the car park area	Rs. 500	Per offence	Rs 1000 for every offence thereafter.
18	For use of car parks for any purpose other than parking	Rs. 500	Per offence	
19	For parking at a place other than allotted parking	Rs. 500	Per offence	
20	For not conforming waste management system, dumping waste in common area, handing over mixed dry & wet waste	Rs. 1000	Per offence	

## 6. DO'S AND DON'TS

### Common Areas

- Do not throw refuse / litter in the common areas.
- Do refrain from smoking in the towers and other common areas.
- Storage of goods, material, furniture, bicycle, etc., is not permitted in the common areas (lift lobbies, staircase, refuge area, etc.).
- Please ensure that your servants, maids, employees do not sleep in the common areas.
- Please segregate the wet and dry garbage in separate bags (this is required as per the rules of the Municipal Corporation) and keep it outside your main door before 0830 a.m. or as communicated to you from time to time. Garbage clearance will be done on a daily basis. For hygiene reasons, you are requested not to leave garbage bags outside your door overnight. Please take care to ensure the broken glass or used tins are disposed in a separate bag to avoid any injury to the housekeeping staff.
- Do not put out or hang anything in the common areas.
- Do not allow pets to foul the common areas.
- Do not use the common areas in a manner likely to damage or destroy them or disturb other owners / occupants.
- Do not keep potted plants or any other object outside the windows, parapets, which could cause damage / disfiguration of the tower and which could cause harm to persons / goods below.
- Do permit the Facility Team to inspect complaints of leakage, nuisance, electric and plumbing works in the apartment.
- Do take care that drains do not get clogged and that no polyethylene items or non-biodegradable material is dumped down the drains.

### Parking

Please ensure the following:

- Vehicles are parked only in the parking lots allotted to you.
- Car park stickers are prominently displayed. In case the sticker is lost / misplaced / torn, please request for a duplicate sticker and approach the customer care team for the same.
- Parking spaces are used only for parking of vehicles. Storage of any material in the car parking space will not be permitted.
- Cars enter / exit through the designated Entry / Exit point only.
- Visitor's cars are parked at the allotted spaces.
- Parking spaces are kept accessible and clean.
- Parking spaces are not enclosed in any manner whatsoever.
- Vehicles are not repaired in the complex.
- Drivers are not permitted to stay overnight in the car parking space.
- No smoking, spitting and playing cards.
- Drivers / workmen should not waste water and / or litter the car park area while washing of cars.

### Elevators

Kindly refrain from the following:

- Carrying heavy goods or luggage in the elevators. If such need arises, please do take prior permission of the customer care manager for moving heavy goods or luggage, carrying hazardous or inflammable goods / articles in the elevators.

- Detaining the elevator on any floor.
- Overloading the elevator.
- Using the elevator in case of fire / earthquake / emergency evacuation.

#### **GGL**

- Ensure appliance valve is closed when gas is not in use.
- Gas supplied to consumer is mixed with odorants to facilitate detection of gas leak / escape, if any such odour emanates from any installation / pipelines, please call customer care for assistance.
- Switch off the gas when attending to caller, phone, etc.
- Keep kitchen well ventilated.
- Keep windows open and allow air circulation inside the kitchen. Electrical installation / wiring should be at a distance of at least 1 ft. (300 mm) from the gas pipe and meter.
- The electric wire should never touch the gas pipe or traverse gas pipes. Don't conceal gas pipelines in permanent or temporary structures inside your premises.
- For change of gas stove rubber tube, please avail the services from GGL for safe and smooth transition.
- Renovation and demolition of premises where GGL gas is provided shall be undertaken subject to obtaining clearance from GGL.
- All post installation services are on chargeable basis as per the applicable tariff. Ensure no person is entering your premises without proper identity card for taking meter reading.

#### **Fit-out Work**

- Upon receipt of Possession Letter, the Owner to approach the Property Management Office with original Possession Letter. In case the owner is unable to come, his representative should carry authenticated authority letter.
- Owner or his representative has to collect interior work / fit-out forms available with customer care team / management team.
- Owner has to specify the work in application forms and submit plans of proposed work to the management team.
- Owner of respective flat has to ensure that the plan of work is submitted at least 15 days prior to scheduled commencement of work.
- Owner's contractors must submit ID card requisition form.
- Fit-out / interior works are permitted between 9:00 am and 06:30 pm. No noisy interior works are permitted between 2 pm and 4 pm. No interior work is permitted on Sundays and national holidays. The management reserves the right to alter the mentioned fit-out timings.
- Owners of respective flat fit-out contractor has to ensure that protection of the floor from the service lift to respective apartment lobby flooring is not damaged during heavy material movement.
- No work has to be carried out in common areas, namely car parking, staircase, lobbies, etc.
- Owners of flats have to ensure that RCC elements (slab / beam / column / sheer wall) are not chiselled or cut.
- No change is permitted in any feature which forms part of the external elevation including the sliding window / balcony railing / colour of the balcony wall and other external areas, etc. Placing of potted plants / planters / clothes line externally is not permitted. If required, grills and mosquito nets may be fixed from within the apartment only (inside of sliding window). External grills and mosquito nets are not permitted.
- Modification in lobby area elevation / encroachment of the lobby is not permitted, and no additional features to be installed in the lobby.
- No reduction in size is allowed in toilet shaft windows. Blocking the access to the toilet shaft is not permitted. Shaft area cannot be enclosed and made a part of the apartment. Locating flush tank, etc., in toilet is also not permitted.

- Scrap and debris has to be cleared from apartment as advised by facilities management team.
- Waterproofing of floor / bathroom work should be ensured before doing flooring work.
- No dish antennas or protruding objects in the external area.
- All wet area waterproofing should not be damaged during fit-out work.
- If any tiles of water proofed area have been damaged, then waterproofing test will be carried out for 48 hrs. in the presence of property manager. Any damage occurred to the below flats / common areas has to be borne by owner of the flat where work has been carried out.

### **Swimming Pool**

The following rules and regulations have been established for the benefit of all users:

- The swimming pool shall remain open from 07:00hrs to 13:00hrs and from 15:00hrs to 21:00hrs. Pool shall remain closed every Monday for regular maintenance. The pool may be closed for maintenance at a time that shall be informed with prior notice.
- Members and / or guests are required to sign the register every time they use the pool.
- Pool attendant has the authority to enforce all pool rules.
- Charges for the member's guests shall be as applicable and advised from time to time.
- Members and / or guests shall be allowed in the swimming area only during the official working hours of the pool when the pool attendant is on duty.
- Children below 12 years of age should be accompanied by parents or an authorized guide. Infants / children who are not toilet-trained must wear swim diapers under swimsuits.
- Appropriate swimwear and swimming caps to be worn by members and / or guests. Cotton clothes and shower caps are not permitted.
- While using the pool, members and / or guests shall be responsible for themselves and for any injury (minor or major) caused to them. The club management and / or pool staff will not be responsible for the same.
- Every member and / or guest shall abide by the general rules of hygiene. Members and / or guests are requested to take a shower prior to using the pool.
- Members and / or guests with hypertension / skin diseases / sinus / asthma / cardiac problems / diabetes should consult a doctor prior to using the pool. Senior citizens should seek a doctor's approval prior to using the pool.
- The club management and / or pool staff shall not responsible for any loss or theft of members and / or guests' personal property or valuables at any given point in time.

### **Behaviour**

- Running, diving, pushing, acrobatics, dunking, wrestling, splashing, yelling, jumping or gum chewing, spitting, spouting water, blowing nose, urinating or defecating in the pool is prohibited.
- Members and / or guests under the influence of alcohol or drugs will not be permitted in the pool or the area surrounding it.
- Food, drinks, carrying glassware, breakable objects, walking with footwear on the deck area is not permitted.

### **Equipment / Toys**

- Swim toys, balls and the likes of it may be used at the discretion of the pool attendant on duty.
- Inner tubes, inflatable boats, rafts or inflatable bathing suits are not permitted in the pool.





L&T Realty

RAINTREE BOULEVARD

Form No.:

(Office Use Only)

Date:

**1. a) APPLICATION FOR CLUB MEMBERSHIP (OWNERS)**

To:

The Club In-charge,

Raintree Boulevard.

I, Mr. / Mrs. / Miss \_\_\_\_\_ (Primary owner name), Owner of Flat No. \_\_\_\_ in Tower \_\_\_\_, hereby applies for the CLUB MEMBERSHIP for myself / my family members residing with me in the mentioned flat.

Sr. No.	Full Name	Blood Group	Sex	Date of Birth (dd/mm/yy)	Relationship with Primary Member	Affix Pic (2 cm x 2.5 cm)
<b>Primary Member Details (Please fill in BLOCK letters) / Emergency Contact No.:</b>						
1.					Self	
<b>Resident Family Members' Details (Please fill in BLOCK letters) / Emergency Contact No.:</b>						
2.						
3.						
4.						

## DECLARATION

I hereby declare that the information furnished is true and correct.

All applicants are residents of Raintree Boulevard.

I and all the members of my family agree to abide by all the Rules and Regulations of RTB amenities as they now exist or are hereafter laid down.

I hereby accept that Management / Developer will have the right to design or modify the Rules and Regulations.

I hereby agree that I will not hold Management / Developer responsible for any untoward incident occurring to me or my family or guests during any activity being carried out in Clubhouse, amenity area or Swimming Pool, whether under supervision or otherwise.

Date: \_\_\_\_\_ Signature of the Primary Member: \_\_\_\_\_

Tower: Flat No. \_\_\_\_\_ E-mail Id \_\_\_\_\_

(For Office Use) Verified by Name (Club Management) \_\_\_\_\_ Signature: \_\_\_\_\_

Note:

1. Application should be filled completely.
2. Please affix one photograph of each member on form and submit 1 additional photograph (size 2cms X 2.5cms) of each member on whose name membership is required. Write Name, Tower no. and Flat no. on the rear of each photograph.
3. Membership and membership ID card are a must to enter / avail Clubhouse / Amenities / Swimming Pool facilities.
4. The membership cards need to be surrendered, in case of resale / expiry of leave and license of the apartment. Failure to surrender the membership card will attract a penalty of Rs. 1000/- per card.

Form No.:

(Office Use Only)

Date:



L&T Realty

RAINTREE BOULEVARD

Form No.:

(Office Use Only)

Date:

**1. b) APPLICATION FOR CLUB MEMBERSHIP (LICENSEES)**

To:  
The Club In-charge,  
Raintree Boulevard.

I, Mr. / Mrs. / Miss \_\_\_\_\_ (Primary Licensee Name), Licensee of Flat No. \_\_\_\_ in Tower \_\_\_\_, hereby apply for the CLUB MEMBERSHIP for myself / my family members residing with me in the mentioned flat.

Sr. No.	Full Name	Blood Group	Sex	Date of Birth (dd/mm/yy)	Relationship with Primary Member	Affix Pic (2 cm x 2.5 cm)
<b>Primary Member Details (Please fill in BLOCK letters) / Emergency Contact No.:</b>						
1.					Self	
<b>Resident Family Members' Details (Please fill in BLOCK letters) / Emergency Contact No.:</b>						
2.						
3.						
4.						

## DECLARATION

I hereby declare that the information furnished is true and correct. All applicants are residents of Raintree Boulevard.

I and all the members of my family agree to abide by all the Rules and Regulations of the Clubhouse, Common Area and Swimming Pool as they now exist or are hereafter laid down.

I hereby accept that Management / Developer will have the right to design or modify the Club / Common Area Rules.

I hereby agree that I will not hold Management / Developer responsible for any untoward incident occurring to me or my family or guests during any activity being carried out in Clubhouse, Common Area or Swimming Pool, whether under supervision or otherwise.

Date \_\_\_\_\_ Signature of the Primary Member \_\_\_\_\_

Tower: Flat No. \_\_\_\_\_ E-mail Id \_\_\_\_\_

(For Office Use) Verified by Name (Club Management) \_\_\_\_\_ Signature: \_\_\_\_\_

Note:

1. Application should be filled completely.
2. Please affix one photograph of each member on the form and submit 1 additional photograph (size 2cms x 2.5cms) of each member on whose name membership is required. Please mention Member's Name, Tower and Flat no. on the rear of each photograph.
3. Membership and membership ID card are a must to enter / avail Clubhouse / Common Area / Swimming Pool facilities.
4. The membership cards need to be surrendered in case of termination before the license period is over. Failure to surrender the membership card will attract a penalty of Rs. 1000/- per card.



L&T Realty

RAINTREE BOULEVARD

### 1. c) REQUEST LETTER FOR CAR STICKER

Date: \_\_\_\_\_

From: \_\_\_\_\_

(Apartment Owner / Licensee Name)

To:

L&T Realty, Raintree Boulevard,  
Next to GKVK, Byatarayanapura,  
Bellary Road, Bangalore-560092, India.

**Sub: Request Letter for issuance of car sticker for Apartment no. \_\_\_\_\_ of Tower \_\_\_\_\_ in the project known as Raintree Boulevard, Next to GKVK, Byatarayanapura, Bellary Road, Bangalore-560092, INDIA**

Dear Sir,

With reference to the enclosed parking allotment letter / Leave & Licence NOC, you are requested to issue \_\_\_\_\_ nos. of Car Parking Stickers to the bearer of this letter, pertaining to the parking slots and corresponding vehicles listed below.

Sr. No.	Parking Slot Number	Vehicle Registration Number	Whether Owner or Licensee	Vehicle Owner's Name	Relationship of Vehicle Owner with Owner or Licensee	Vehicle Make & Model	Vehicle Colour

I hereby undertake:

- i) To use the stickers only on the vehicle owned by me and my immediate family, in support of which I am enclosing the vehicle registration paper. In case of vehicle is registered in the name of a company, the relevant letter from the company mentioning allotment to me / immediate family is enclosed along with this letter.
- ii) That, in case of change of any of my vehicles, the old stickers (even if damaged while removing) shall be handed over before applying for new stickers in the prescribed format. I also agree to pay the prescribed charges for the reissued stickers.
- iii) That, in case the car sticker is lost, then new sticker will be requested for as per the prescribed format / charges.
- iv) That, on non-renewal of the leave and license, I shall return the car stickers (even if damaged while removing).

---

**(Apartment Owner / Licensee Signature)**

Thanking you,  
Yours faithfully,

---

**(Apartment Owner / Licensee Signature)**

**Encl.:**

- 1. Copy of Parking Allocation Letter / Leave & Licences NOC**
- 2. Copies of registration certificates of the vehicles for which car stickers are required**
- 3. Letter from the company mentioning allotment to the owner / tenant (applicable in case a vehicle is registered in the name of the company)**



L&T Realty

RAINTREE BOULEVARD

**1. d) RFID PARKING ACCESS CARD APPLICATION**

1. Owner Name: \_\_\_\_\_

2. Tenant Name: \_\_\_\_\_

3. Tower & Apartment Number: \_\_\_\_\_

4. Parking Slot Number (As Per Attached Photocopy of Parking Allocation Letter):

Parking slot 1 \_\_\_\_\_ Parking slot 2 \_\_\_\_\_

Parking slot 3 \_\_\_\_\_ Parking slot 4 \_\_\_\_\_

5. Vehicle Registration Number (As Per Attached Registration Copy):

Vehicle 1 \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Vehicle 3 \_\_\_\_\_ Vehicle 4 \_\_\_\_\_

6. Vehicle Make & Model Number:

Vehicle 1 \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Vehicle 3 \_\_\_\_\_ Vehicle 4 \_\_\_\_\_

7. Vehicle Number:

Vehicle 1 \_\_\_\_\_ Vehicle 2 \_\_\_\_\_

Vehicle 3 \_\_\_\_\_ Vehicle 4 \_\_\_\_\_

Signature of the Owner: \_\_\_\_\_

Signature of the Tenant: \_\_\_\_\_

RFID Card No.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Shift Executive's Signature: \_\_\_\_\_

Property Manager's Signature: \_\_\_\_\_







L&T Realty

RAINTREE BOULEVARD

**1. e. i) BESCO POWER – REQUEST LETTER FROM OWNER FOR NOC OF NAME CHANGE (METER)**

Date: \_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Apartment Owner/Licensee Name)

To:

RAINTREE BOULEVARD,  
Next to GKVK, Byatarayanapura,  
Bellary Road, Bangalore - 560 092 INDIA

**Sub: Request Letter for BESCO Meter Name Change of Apartment No. \_\_\_\_\_ on the \_\_\_\_\_ floor of Tower \_\_\_\_\_ in the project known as Raintree Boulevard, situated Next to GKVK, Byatarayanapura, Bellary Road, Bangalore-560092 INDIA**

Dear Sir,

I, \_\_\_\_\_ have purchased the aforesaid Residential Flat.

Kindly provide the required NOC for the name change for BESCO Meter.

Thanking you

Yours faithfully,

\_\_\_\_\_  
(Apartment Primary Owner's Signature)

## **OWNER'S GUIDELINES FOR RENT AND LEASE**

- Please submit documents before renting the apartment on leave and license. In case of lease to company, details of successive occupants to be submitted by the owner.
- Please ensure that the licensee produces a proof of employment from the company he / she is in service with. In case of business he / she can produce any authentic document pertaining to his / her business along with identification proof.
- Please ensure that the licensee does not create any nuisance / disturbance in the neighbourhood.
- Please ensure that the police intimation for licensee is completed as per guidelines issued by the Government.
- Please take necessary action in case a licensee doesn't comply with the rules and regulations and if objections are raised by the other residents of the complex due to unacceptable conduct of a licensee.
- Please ensure that the licensee doesn't damage any common area assets and the cost of such damage will be recovered from the apartment owner.
- Please ensure that the licensee doesn't carry out any changes within the apartment.
- Please ensure that the licensee doesn't allow any strangers / labourers / contractors to stay in the apartment.
- Please submit the copy of the registered Leave and License agreement, duly notarized, along with a copy of police verification of the occupants to the property management office within 7 days of issue of the lease NOC or before move-in, whichever is earlier.
- Owner shall be solely responsible for all acts and / or omissions of the licensee.
- Owner shall be solely responsible for explaining all the rules and regulations to the licensee.
- Owner shall also be responsible for payment of all dues applicable to the owner at all times.
- Police clearance for domestic servants and drivers of the licensee will be as per the rules for other members.
- No bachelors on sharing basis allowed in Raintree Boulevard



L&T Realty

RAINTREE BOULEVARD

**1. e. ii) REQUEST LETTER FROM OWNER FOR RENTING (ANNEXURE I)**

Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Apartment owner name and address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To:

The Property Manager,  
Next to GKVK, Byatarayanapura,  
Bellary Road, Bangalore-560092 INDIA

**Sub: Request Letter for Leave and License of Apartment No. \_\_\_\_\_ on the \_\_\_\_\_ floor of Tower \_\_\_\_\_ in the project known as Raintree Boulevard Next to GKVK, Byatarayanapura, Bellary Road, Bangalore-560092 INDIA**

Dear Sir,

1. I, \_\_\_\_\_ have purchased the aforesaid Residential Flat, vide Agreement for sale dated \_\_\_\_\_ registered under Serial No. \_\_\_\_\_ ("Agreement") for consideration and on terms and conditions more particularly stated therein.
2. I intend to give the aforesaid Residential Flat on Leave and License basis for a period of \_\_\_\_\_ ("Term"), commencing from \_\_\_\_\_ till \_\_\_\_\_ to \_\_\_\_\_ ("the Proposed Licensee").
3. I hereby undertake:
  - i To execute the leave and license agreement and complete the registration of the leave and license. I also undertake to furnish a copy of the duly stamped and registered copy of leave and license agreement along with a copy of police verification of the occupants within 7 days from the date of no-objection letter from you.

\_\_\_\_\_  
**(Apartment Primary Owner's Signature)**

- ii That the Residential Flat and amenities therein shall not be used for any purpose other than as specifically permitted under the Agreement for Sale, Letter and Declaration or for any commercial use or as a guest house by whatever name.
  - iii To indemnify you from any liability arising out of the breach of any terms and conditions of the leave and license agreement, declaration, rules and regulations and bye-laws, by the proposed licensee.
  - iv Pay the society maintenance charges, and all other charges payable in respect of the said Residential Flat.
  - v To indemnify you and shall keep you indemnified and defended and hold harmless from and against any and all liabilities, damages, demands, claims (including third party), actions, judgments or cause of action, assessment and other costs arising out of, or in relation to:
    - a. any breach of any representation and warranty, covenant or default pursuant to this letter, Agreement to Sell and / or the terms of the NOC;
    - b. any liability due to (i) non-compliance of any obligation under this Agreement and / or NOC, (ii) breach of applicable law.
4. In the event of default or breach of any terms of the Agreement to Sell and / or the no-objection letter, you shall be entitled to cancel or revoke the no-objection and instruct the security not to permit the Proposed Licensee to use and occupy the Residential Flat and hereby waive our rights in that regard.
5. Based on the above, we request you to grant your no-objection to give the Residential Flat on leave and license.

Thanking you

Yours faithfully,

---

(Apartment Primary Owner's Signature)

**Encl.:**

- 1. Tenant profiling sheet (Annexure II)**
- 2. ID proof of the tenant**
- 3. Permanent address proof of the tenant**
- 4. Employment proof of tenant (At least 2 proofs e.g.: Business card, Company ID card, etc.)**
- 5. 2 photographs of tenant**



L&T Realty

RAINTREE BOULEVARD

### 1. e. iii) CLUB MEMBERSHIP

Date: \_\_\_\_\_

To:

L&T Realty – Raintree Boulevard, Bangalore

Dear Sir / Madam,

I, \_\_\_\_\_, Owner of Flat no. \_\_\_\_\_ in Tower no. \_\_\_\_\_, have given my flat on leave & license to \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_.

I have no objection to my licensee using the Club Facilities during the above-mentioned period. During the above-mentioned period, I agree to surrender our rights to use the Club and its Facilities.

I also undertake to ensure return of the Club Membership cards of my licensee before refunding their Security Deposit (in case of termination before the license period is over). In case of my failure to do so, I agree to pay Rs.1000/- per valid card.

Thanking you

Primary owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

I confirm the above.

Licensee name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Annexure II) Cont.



**1. e. iv) TENANT PROFILING SHEET (Annexure II)**

<b>Tenant Profile</b>
Name of the Tenant
Self-use / Shared Accommodation
<b>Apartment Related Details</b>
Tower
Apartment No.
<b>Work Related Details of the Tenant</b>
Occupation
Company Name
Designation
Current Office Address
<b>Contact Details of the Tenant</b>
Contact No.
Personal Email ID
Professional Email ID
Current Residential Address
Number of years at current residence
Permanent Address
Marital Status
Nationality
<b>Family Details of the Tenant</b>
Spouse Name
Occupation
Company Name
Designation
Number of Children
Names of family members who would reside with the tenant

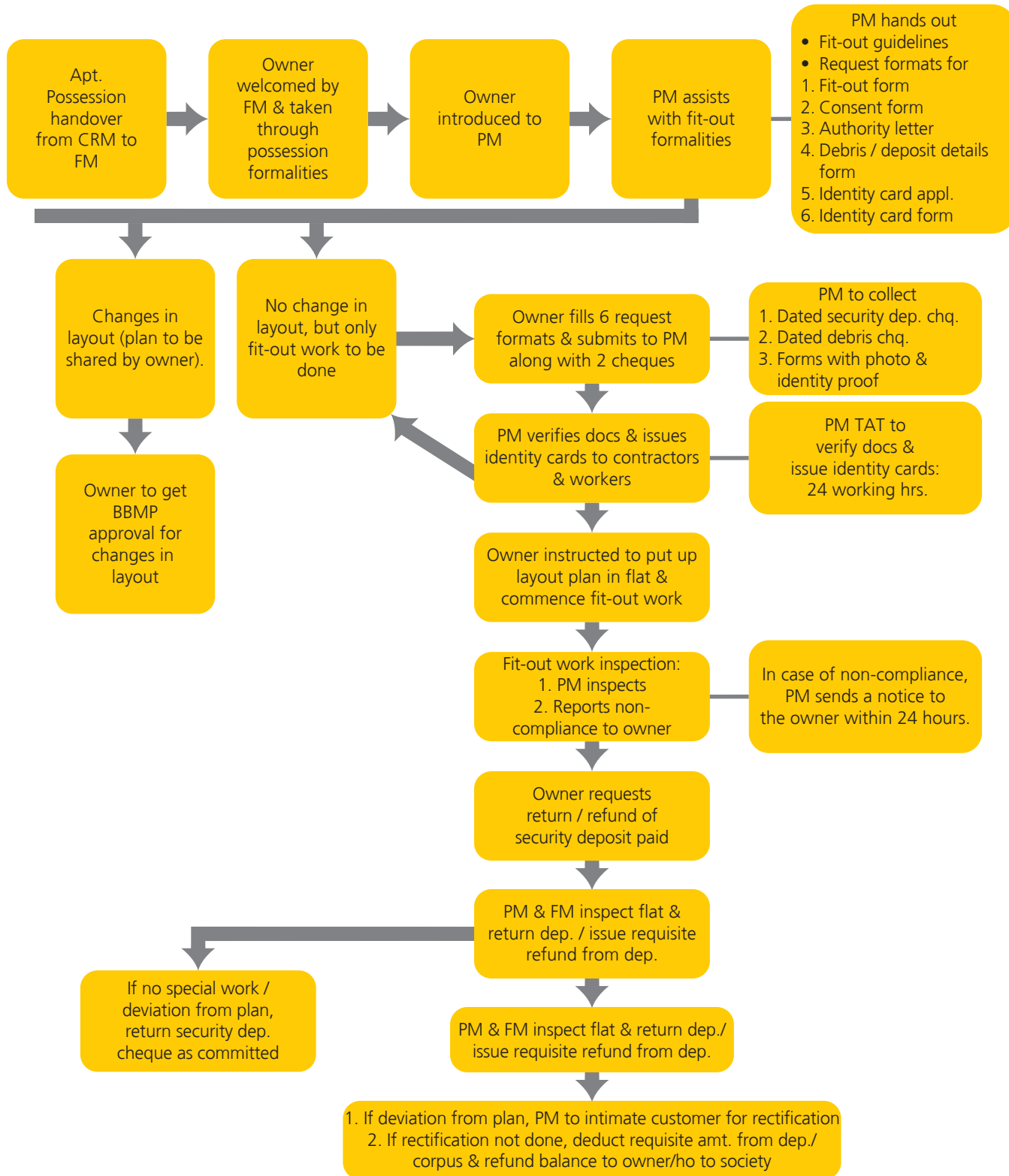
\_\_\_\_\_  
**(Apartment Primary Owner's Signature)**

\_\_\_\_\_  
**(Apartment Primary Owner's Name)**





## 28 Fit-out Process Flow



\*PM: Property Manager  
\*FM: Facility Manager from LTR

## 1. f. i) FIT-OUT GUIDELINES (OWNER'S COPY)

**Kindly familiarise yourself with the following guidelines prior to carrying out the fit-out work / interior decoration/ repair work / alterations in the apartment:**

- Fill the fit-out / interior work form available with the PM (Property Manager) team at project site.
- Specify the scope of work and submit plans of the proposed work to the PM team at least 25 business days prior to your scheduled commencement of work.
- Changes in the approved layout (removing partition walls, etc.) is not permitted without necessary prior statutory consent / permission / approval from the concerned authorities.
- If any work is carried out without the necessary approvals, a notice shall be issued to stop work immediately.
- Interest-free, refundable cheque is collected towards security deposit and banked. A dated cheque is collected towards debris clearance charges before the commencement of fit-out work. These amounts are payable in favour of "LTRDL Raintree Boulevard" - Fit Out" for Raintree Boulevard project. Based on the type of apartment, the respective payable amounts are defined below. These amounts may be revised from time to time.

Type of Apartment	Advance Debris clearance charges (valid for 90 days from work start date and thereafter for every month of work on Pro-rata basis).	Interest-free refundable security deposit (₹)
	For Civil Work / Carpentry / Painting / Polishing – Amount (₹)	
Up to 3 BHK	3,000 + 18% GST	1,50,000
4 BHK and above	4,500 + 18% GST	2,50,000

- Submit the details of the contractors / workers to the PM team at project site for the issue of identity cards / temporary passes (temporary passes are issued by PM team if any contractor / worker visits the apartment only for a day). Contractor / worker will not be permitted to enter the project site or carry out any fit-out work in the apartment without a valid identity card.
- Fill and submit the form identifying the contractor/worker along with 2 photographs and their respective Govt. identity proofs before the commencement of fit-out work. Upon verification, PM will issue the work permission letter and worker identity cards.
- If the validity of the identity cards issued to the contractor / worker lapses, the updated identity cards must be obtained from the PM office.
- Fit-out / interior works are permitted to be carried out only between 9:00 am to 5:00 pm. No fit-out work is permitted between 2:00 pm to 4:00 pm. Also, no fit-out work is permitted on Sundays and National Holidays. The Company reserves the right to modify the fit-out work timings.
- Prior to the commencement of fit-outs, ensure that the common area floor is adequately protected to prevent any damage during material movement from the service lift to the apartment.

(Signatures) Owner: \_\_\_\_\_ Property Manager \_\_\_\_\_

- Only the designated service entrance and service elevators are to be used while transporting material to the apartment. All contractors / workers to use the service entrance and service elevators to reach the apartment. Any deviation from this may result in the withdrawal of permission for fit-out work.
- Ensure no work is carried out in the common areas, namely, car parks, staircases, lobby, etc.
- Ensure that the RCC elements (slab / beam / column / sheer wall) are not chiselled or cut.
- Changes are not permitted in the external elevation / façade of the tower. This includes the sliding windows / balcony railings / colour of the balcony walls, other external areas, etc. Placing of potted plants / planters / clothes lines in the flower bed / dry balcony / balcony / other external areas are not permitted. Grills and mosquito nets may be affixed from within the apartment only (i.e. within the inside frame of the sliding window). Installation of grills and mosquito nets in the flower bed / dry balcony / balcony / other external areas are not permitted.
- Modification in the elevation of the lobby / enclosing the lobby is not permitted. Also, no additional structures are to be installed in the lobby area.
- Size reductions in the toilet shaft windows are not permitted. The access to the toilet shaft should not be blocked / obstructed. Shaft area cannot be enclosed to be made a part of the apartment. Relocating the flush tanks, etc. in the toilet shafts are not permitted.
- Installation of loft tanks and bath tubs are not permitted.
- Store and clear the debris from the apartment as guided by the PM team. The debris should be cleared at the end of each day. Any deviation from this may result in withdrawal of permission for fit-out work.
- Debris must be deposited in the designated area each day. No debris to be placed in the common areas – lobby, staircase, etc.
- Debris load should be evenly distributed in the apartment.
- The colour of the main door to the apartment must remain unchanged.
- Extra space in the common area/s cannot be used in any way.
- Installation of shoe rack / stand / counter / platform is not permitted in the passage / lobby area.
- Dish antennas or protruding objects are not permitted in the flower bed / dry balcony / balcony / other external areas of the apartment.
- Child labour and children loitering around the fit-out work area is not permitted. Lady worker is not permitted to work beyond the stated working hours without a substantiated documented reason.
- Ensure contractors / subcontractors provide their workers safety and personal protective equipment (PPE) like helmets, safety harness, safety glasses, rubber boots, hand gloves, etc. Any work carried out at an elevated level in the apartment should always be evaluated basis accessibility and accordingly provide adequate protection to workers to avoid any occurrence.
- Ensure the safety and security of the workers employed for carrying out the fit-out work in the apartment.
- Only authorised personnel from GGL are permitted to shift the Gas lines.
- Changes in the plumbing line are not permitted.
- Creation of new washroom/s and shifting of plumbing or drainage lines are not permitted.
- Modification / civil work in the balconies are not permitted.
- Windows frames / skirting's are not permitted to be removed.

(Signatures) Owner: \_\_\_\_\_ Property Manager \_\_\_\_\_

- Ensure that water is sparingly used by the workers. Ensure to check that all taps are closed well prior to workers departing for the day.
- All material loading / unloading, handling and transportation must be supervised by an authorized person.
- It is advisable to keep all items / belongings under lock and key. The Company / Facility Manager (FM) team / Property Management team will not be responsible for the safety and security of any items / belongings and will not be held responsible for any loss / theft / damage to furniture or fixture. Kindly appoint a site supervisor for the fit-out work period to control and monitor the workers in the apartment.
- Ensure a fire extinguisher is placed in the apartment during the fit-out work period in the apartment.
- All cable wires should have proper plug tops. Loose cable wires are not permitted in any plug point.
- Ensure that the contractors / workers do not use the apartment as a temporary accommodation. Cooking in the apartment by contractor / worker is not permitted.
- The Owner shall be solely answerable, responsible and liable for any damage / loss resulting from fire and / or electrical hazards or any injuries inflicted to any contractor / sub-contractor / worker / third party caused due to or in connection with the fit-out work.
- Upon completion of fit-out / interior works, kindly issue a written confirmation to the PM team. The security deposit will thereafter be refunded to you in 90 business days from the date of confirmation of completion of fit-out work, inspection and No Objection by the Facility Manager. In case of special work as detailed below, the deposit will be handed over to the Society and the decision of refund / return will solely lie with the Society. In case of any damage or violation of guidelines owing to fit-out work, the same shall be adjusted from the security deposit.
- For the movement of any item / goods out of the project site, a gate pass is mandatory. Kindly contact the FM / Security / PM team for any assistance on the same.
- Ensure cleanliness and safety measures are maintained whilst carrying out the fit-out work.
- The contractor should follow the Fire, Electrical and CAM safety policy during fit-out work.
- The fit-out work permission letter and the layout of the proposed fit-out work should be displayed inside the apartment during the course of fit-out work in the apartment.
- The fit-out work should be completed within the requested duration. For extension in the fit-out work period, kindly contact the PM team for further formalities on the same.
- Damages or violation to the common areas are not permitted. Any such damage caused due to the fit-out work shall be chargeable and shall be recovered from the fit-out security deposit.
- Fit-out supervisor will conduct daily checks and shall keep a track of all fit-out-related activities to ensure the fit-out work is carried out in line with the approvals sought.
- PM shall issue notice for any deviations from the approved plan submitted (inside and outside the apartment). If a suitable response is not submitted to the PM team, the workers shall be instructed to stop the fit-out work after issuing an intimation to the Owner.
- Only three pin plugs to be used for all equipment while fit-out work is in progress.
- Apartment number should be mentioned on the main door.
- Floorings in the apartment should not be damaged.
- Jerri should not be made on the RCC walls.
- Chewing of tobacco and betel leaves are not permissible within the project site.

(Signatures) Owner: \_\_\_\_\_ Property Manager \_\_\_\_\_

- Balcony should not be covered / enclosed.
- Shoe mat must be placed at the entrance of the apartment prior to the commencement of fit-out work.
- Every contractor / worker must undergo the Fire safety induction training conducted by the security supervisor at the project site.
- Contractor must provide First-Aid box in the apartment during the course of fit-out work.
- Contact numbers of the Owner and the contractor must be displayed in the apartment.
- Permission for Hot work to be taken from property management office a day prior to the commencement of work. The said permit should be displayed in the apartment. Hot work can only be carried out only during the first half of the day and can be done for a maximum period of 4 hours.
- Live wire should not be laid down on the floor.
- Low tension cable/ telephone / TV / data / earthing cable has to be laid on a cable tray and extended up to the distribution board with proper termination.
- Distribution board and Miniature Circuit Breaker should be compatible with load end points.
- Fire fighting pipelines have to be painted Red.
- Ensure fit-out work area is free from combustible material.
- Main door of the apartment must be shut during the course of painting work.
- Flooring should be covered with plastic sheets to act as a cushion to avoid any damages.
- Ensure the Fire smoke detectors caps and sprinkler locks are removed post fit-out work.

Special work, if carried out, as listed below:

1. In terms of any fit-out work / modification made to the flooring in the washroom / kitchen, the Owner shall be solely responsible for any damage to the waterproofing. If civil work is carried out on the flooring, it is advisable to opt for the same project vendor who implemented the waterproofing in the first place as they are aware of the plan of the apartment. If the flooring is being changed / replaced, ensure waterproofing is implemented again and that the area is waterproofed along with a 48-hour ponding test which should be carried out under the supervision of the PM / FM / Tower-in-charge team. Ensure that the waterproofing work implemented shall stand guaranteed for 10 years. Should there be any seepage in the apartment below due to the work carried out in the apartment, the owner shall be responsible to redo the waterproofing once again at their cost and to the satisfaction of the affected parties within 7 days of notice.
2. If any leakages arise due to installation of any new fixture in the wash room, the Owner shall be responsible to rectify the same within 7 days of notice.
3. In case the flooring is redone or replaced in any of the room/s, the Owner shall be responsible for any seepage that may arise and shall rectify the same at their cost within 7 days of notice.

In case of any of the above, the fit-out deposit will only be handed over to the registered society (CHS) during the society formation.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Name of Owner)

-----  
Property Manager

-----  
(Name of the PM)



## 1. f. ii) FIT-OUT GUIDELINES (COMPANY COPY)

**Kindly familiarise yourself with the following guidelines prior to carrying out the fit-out work / interior decoration/ repair work / alterations in the apartment:**

- Fill the fit-out / interior work form available with the PM (Property Manager) team at project site.
- Specify the scope of work and submit plans of the proposed work to the PM team at least 25 business days prior to your scheduled commencement of work.
- Changes in the approved layout (removing partition walls etc.) is not permitted without necessary prior statutory consent / permission / approval from the concerned authorities.
- If any work is carried out without the necessary approvals, a notice shall be issued to stop work immediately.
- Interest-free dated and refundable cheque is collected towards security deposit and banked and a dated cheque is collected towards debris clearance charges before the commencement of fit-out work. These amounts are payable in favor of "LTRDL Raintree Boulevard" - Fit Out" for Raintree Boulevard project. Based on the type of apartment, the respective payable amounts are defined below. These amounts may be revised from time to time.

Type of Apartment	Advance Debris clearance charges (valid for 90 days from work start date and thereafter for every month of work on Pro-rata basis).	Interest-free refundable security deposit (₹)
	For Civil Work / Carpentry / Painting / Polishing – Amount (₹)	
Up to 3 BHK	3,000 + 18% GST	1,50,000
4 BHK and above	4,500 + 18% GST	2,50,000

- Submit the details of the contractors / workers to the PM team at project site for the issue of identity cards / temporary passes (temporary passes are issued by PM team if any contractor / worker visits the apartment only for a day). Contractor / worker will not be permitted to enter the project site or carry out any fit-out work in the apartment without a valid identity card.
- Fill and submit the form identifying the contractor / worker along with 2 photographs and their respective Govt. identity proofs before the commencement of fit-out work. Upon verification, PM will issue the work permission letter and worker identity cards.
- If the validity of the identity cards issued to the contractor / worker lapses, the updated identity cards must be obtained from the PM office.
- Fit-out / interior works are permitted to be carried out only between 9:00 am to 5:00 pm. No fit-out work is permitted between 2:00 pm to 4:00 pm. Also, no fit-out work is permitted on Sundays and National Holidays. The Company reserves the right to modify the fit-out work timings.
- Prior to the commencement of fit-outs, ensure that the common area floor is adequately protected to prevent any damage during material movement from the service lift to the apartment.

(Signatures) Owner: \_\_\_\_\_ Property Manager \_\_\_\_\_

- Only the designated service entrance and service elevators are to be used while transporting material to the apartment. All contractors / workers to use the service entrance and service elevators to reach the apartment. Any deviation from this may result in the withdrawal of permission for fit-out work.
- Ensure no work is carried out in the common areas namely; car parks, staircases, lobby, etc.
- Ensure that the RCC elements (slab / beam / column / sheer wall) are not chiselled or cut.
- Changes are not permitted in the external elevation / façade of the tower. This includes the sliding windows / balcony railings / colour of the balcony walls, other external areas etc. Placing of potted plants / planters / cloth lines in the flower bed / dry balcony / balcony / other external areas are not permitted. Grills and mosquito nets may be affixed from within the apartment only (i.e. within the inside frame of the sliding window). Installation of grills and mosquito nets in the flower bed / dry balcony / balcony / other external areas are not permitted.
- Modification in the elevation of the lobby / enclosing the lobby is not permitted. Also, no additional structures are to be installed in the lobby area.
- Size reductions in the toilet shaft windows are not permitted. The access to the toilet shaft should not be blocked/obstructed. Shaft area cannot be enclosed to be made a part of the apartment. Relocating the flush tanks, etc. in the toilet shafts are not permitted.
- Installation of loft tanks and bath tubs are not permitted.
- Store and clear the debris from the apartment as guided by the PM team. The debris should be cleared at the end of each day. Any deviation from this may result in withdrawal of permission for fit-out work.
- Debris must be deposited in the designated area each day. No debris to be placed in the common areas – lobby, staircase etc.
- Debris load should be evenly distributed in the apartment.
- The colour of the main door to the apartment must remain unchanged.
- Extra space in the common area cannot be used in any way.
- Installation of shoe rack / stand / counter / platform is not permitted in the passage / lobby area.
- Dish antennas or protruding objects are not permitted in the flower bed / dry balcony / balcony / other external areas of the apartment.
- Child labour and children loitering around the fit-out work area is not permitted. Lady worker is not permitted to work beyond the stated working hours without a substantiated documented reason.
- Ensure contractors / subcontractors provide their workers safety and personal protective equipment (PPE) like helmets, safety harness, safety glasses, rubber boots, hand gloves etc. Any work carried out at an elevated level in the apartment should always be evaluated basis accessibility and accordingly provide adequate protection to workers to avoid any occurrence.
- Ensure the safety and security of the workers employed for carrying out the fit-out work in the apartment.
- Only authorised personnel from GGL are permitted to shift the Gas lines.
- Changes in the plumbing line are not permitted.
- Creation of new washroom/s and shifting of plumbing or drainage lines are not permitted.
- Modification / civil work in the balconies are not permitted.
- Windows frames / skirting are not permitted to be removed.

(Signatures) Owner: \_\_\_\_\_ Property Manager \_\_\_\_\_



- Ensure that water is sparingly used by the workers. Ensure to check that all taps are closed well prior to workers departing for the day.
- All material loading / unloading, handling and transportation must be supervised by an authorized person.
- It is advisable to keep all items / belongings under lock and key. The Company / Facility Manager (FM) team / Property Management team will not be responsible for the safety and security of any items / belongings and will not be held responsible for any loss / theft / damage to furniture or fixture. Kindly appoint a site supervisor for the fit-out work period to control and monitor the workers in the apartment.
- Ensure a fire extinguisher is placed in the apartment during the fit-out work period in the apartment.
- All cable wires should have proper plug tops. Loose cable wires are not permitted in any plug point.
- Ensure that the contractors / workers do not use the apartment as a temporary accommodation. Cooking in the apartment by contractor / worker is not permitted.
- The Owner shall be solely answerable, responsible and liable for any damage / loss resulting from fire and / or electrical hazards or any injuries inflicted to any contractor / sub-contractor / worker / third party caused due to or in connection with the fit-out work.
- Upon completion of fit-out / interior works, kindly issue a written confirmation to the PM team. The security deposit will thereafter be refunded to you in 90 business days from the date of confirmation of completion of fit-out work. In case of special work as detailed below, the deposit will be handed over to the Society and the decision of refund / return will solely lie with the Society. In case of any damage or violation of guidelines owing to fit-out work, the same shall be adjusted from the security deposit.
- For the movement of any item / goods out of the project site, a gate pass is mandatory. Kindly contact the FM / Security / PM team for any assistance on the same.
- Ensure cleanliness and safety measures are maintained whilst carrying out the fit-out work.
- The contractor should follow the Fire, Electrical and CAM safety policy during fit-out work.
- The fit-out work permission letter and the layout of the proposed fit-out work should be displayed inside the apartment during the course of fit-out work in the apartment.
- The fit-out work should be completed within the requested duration. For extension in the fit-out work period, kindly contact the PM team for further formalities on the same.
- Damages or violation to the common areas are not permitted. Any such damage caused due to the fit-out work shall be chargeable and shall be recovered from the fit-out security deposit.
- Fit-out supervisor will conduct daily checks and shall keep a track of all fit-out related activities to ensure the fit-out work is carried out in line with the approvals sought.
- PM shall issue notice for any deviations from the approved plan submitted (inside and outside the apartment). If a suitable response is not submitted to the PM team, the workers shall be instructed to stop the fit-out work after issuing an intimation to the Owner.
- Only three pin plugs to be used for all equipment while fit-out work is in progress.
- Apartment number should be mentioned on the main door.
- Floorings in the apartment should not be damaged.
- Jerri should not be made on the RCC walls.
- Chewing of tobacco and betel leaves are not permissible within the project site.

(Signatures) Owner: \_\_\_\_\_ Property Manager \_\_\_\_\_

- Balcony should not be covered / enclosed.
- Shoe mat must be placed at the entrance of the apartment prior to the commencement of fit-out work.
- Every contractor / worker must undergo the Fire safety induction training conducted by the security supervisor at the project site.
- Contractor must provide First-Aid box in the apartment during the course of fit-out work.
- Contact numbers of the Owner and the contractor must be displayed in the apartment.
- Permission for Hot work to be taken from property management office a day prior to the commencement of work. The said permit should be displayed in the apartment. Hot work can only be carried out only during the first half of the day and can be done for a maximum period of 4 hours.
- Live wire should not be laid down on the floor.
- Low tension cable/ telephone / TV / data / earthing cable has to be laid on a cable tray and extended up to the distribution board with proper termination.
- Distribution board and Miniature Circuit Breaker should be compatible with load end points.
- Fire fighting pipelines have to be painted Red.
- Ensure fit-out work area is free from combustible material.
- Main door of the apartment must be shut during the course of painting work.
- Flooring should be covered with plastic sheets to act as a cushion to avoid any damages.
- Ensure the Fire smoke detectors caps and sprinkler locks are removed post fit-out work.

Special work, if carried out, as listed below:

1. In terms of any fit-out work / modification made to the flooring in the washroom / kitchen, the Owner shall be solely responsible for any damage to the waterproofing. If civil work is carried out on the flooring, it is advisable to opt for the same project vendor who implemented the water proofing in the first place as they are aware of the plan of the apartment. If the flooring is being changed / replaced, ensure water proofing is implemented again and that the area is water proofed along with a 48 hour ponding test which should be carried out under the supervision of the PM / FM / Tower-in-charge team. Ensure that the waterproofing work implemented shall stand guaranteed for 10 years. Should there be any seepage in the apartment below due to the work carried out in the apartment, the owner shall be responsible to redo the waterproofing once again at their cost and to the satisfaction of the affected parties within 7 days of notice.
2. If any leakages arise due to installation of any new fixture in the wash room, the Owner shall be responsible to rectify the same within 7 days of notice.
3. In case the flooring is redone or replaced in any of the room/s, the Owner shall be responsible for any seepage that may arise and shall rectify the same at their cost within 7 days of notice.

In case of any of the above, the undated fit-out deposit cheque will only be handed over to the society during the society formation.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Name of Owner)

-----  
Property Manager

-----  
(Name of the PM)

## 1. f. iii) FIT-OUT / INTERIOR WORK CONSENT FORM

Date: ...../...../.....

Apartment :...../ Tower.....

In pursuance of the Agreement for Sale dated....., I / We hereby agree to abide by the norms / conditions of the approvals / permissions granted by all the competent authorities. I/We further agree, confirm and undertake not to violate/breach the following terms & conditions, in addition to the terms and conditions mentioned in the Agreement for Sale and the Possession Undertaking:

- Changing the plumbing line
- Creation of new washroom/s and / or shifting of plumbing / drainage lines
- Modifying / carrying out civil work in the balconies
- Removal of Window frames / skirting
- Carrying out work in the common areas namely, car parks, staircases, lobby, etc.
- RCC elements (slab / beam / column / sheer wall) must not be chiselled, cut or removed
- Changes (not permissible) in the external elevation/façade of the tower, such as sliding windows / balcony railings / colour of the balcony walls, other external areas, etc. placing of potted plants / planters / cloth lines in the flower bed/ dry balcony / balcony / staircases and other common areas, fixing of grills and mosquito nets from internal side of the apartment only (i.e. within the inside frame of the sliding window). Installation of grills and mosquito nets in the flower bed / dry balcony / balcony / other external areas is not permissible.
- Modification in the elevation of the lobby / enclosing the lobby is not permissible. Also, no additional structures can be installed in the lobby area.
- Size reductions in the toilet shaft windows are not permissible. Access to the toilet shaft must not be blocked/ obstructed. Shaft area must be enclosed to be made a part of the apartment. Relocating the flush tanks, etc. in the toilet shafts is not permissible.
- Installation of loft tanks is not permissible.
- Change in the existing horizontal and vertical dimensions of the structure
- Amalgamation of apartment(s)
- Replacement or removal of any structural members / pillars / beams of load bearing walls
- Lowering of plinth, foundations or floors
- Addition or extension of mezzanine floor or loft

I / We hereby agree and undertake to indemnify the Promoter, expressly and fully, against any claim, loss, liability, costs and expenses suffered or incurred by the Promoter, directly or indirectly, due to breach / violation of any of the conditions / statements mentioned hereinabove.

Owner's Name : ..... Owner's Signature:.....



**1. f. iv) DEBRIS / DEPOSIT DETAILS FORM**

Date: ...../...../.....

Apartment :...../ Tower.....

Start Date...../...../.....

End Date: ...../...../.....

Submission of fit-out deposit cheque (Interest-free refundable deposit) [ ]

Cheque Number: ..... Cheque Date: ..... Amount: .....

Bank Name & Branch .....

Submission of debris clearance charges cheque: [ ]

Cheque Number: ..... Cheque Date: ..... Amount:.....

Bank Name & Branch .....

Signature of Owner: .....

Name: .....

Contact Number: .....

Email address: .....

-----  
Signature

Flat Number

Owner Name

-----  
PM Signature



**1. f. v) AUTHORITY LETTER (IN FAVOUR OF CONTRACTOR/SUB CONTRACTOR)**

Owner's name:.....

Apartment no.....Floor:..... Tower ..... in .....Project.

I hereby authorise the following individuals to sign the Gate Pass and the worker identity application form on my behalf for the movement of man and material pertaining to my apartment from (Date)..... to .....

I also undertake that the said Contractor will abide by the rules of the complex in respect of observing cleanliness, discipline and shall adhere to the rules and regulations, and that I shall be personally responsible for the same.

The Property Manager at his discretion can revoke the above permission at any time and without prior intimation. I undertake to inform the property manager if the services offered by the said contractor / sub-contractor / worker is complete.

Sr. No.	Name	Signature of Contractor / Worker	Owner's Signature

Thanking You,  
Yours truly,

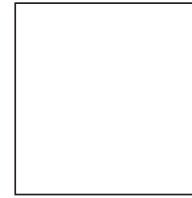
\_\_\_\_\_  
(Signature of Owner)





**1. f. vi) APPLICATION FOR IDENTITY CARD (FOR CONTRACTOR / WORKER)**

Form No.  
Card No.  
(Office use only)



I, .....(Owner name) of Apartment no. .... on  
the.....floor in Tower ..... in ..... Project, request you to issue an  
identity card to my contractor / worker whose particulars are listed below and are to the best of our knowledge:

Name of the contractor / worker: .....

Age: ..... Date of Birth .....Phone No.....

Local Address: .....

Permanent Address .....

.....Phone No. ....

Identification mark: .....

Signature / Thumb impression of the contractor / worker .....

I hereby undertake that the said contractor / worker will abide by the rules of the project site with respect to observing cleanliness, discipline and shall adhere to the rules and regulations and that I shall be personally responsible for the same.

The FM / Property Management team will be at liberty to revoke the above permission at its discretion.

I undertake to inform the property manager if the services offered by the said contractor / sub-contractor / worker is complete and shall also ensure that the identity card/s are immediately surrendered to the PM office.

(Please Enclose: 2 Passport size photographs of the contractor / worker along with Govt. identity proof)

Authorised Signatory: .....

Date: .....

FIT-OUT IDENTITY CARD REQUISITION FORM				
Tower No.:		Apartment No.:		Type of Fit-out (New / Old):
Owner's Name:			Owner's Contact No.:	
Contractor's Name:			Contractor's Contact No.:	
Contractor's Company Name & Address:				
Purpose of Fit-out (civil, electrical, carpentry, AC, flooring, interior, etc.):				
Fit-out Start Date:			Fit-out End Date:	
Kindly furnish the details below for ID cards required along with 2 passport size photographs & Govt. identity proof				
Sr. No.	Name of Worker	Type of work	Passport size photo	Workers signature
1				
2				
3				
4				
Declaration by Contractor:				
I hereby undertake and confirm that the above said workers will abide by the rules and regulations of the ..... Project in respect of observing cleanliness, discipline and any other rules. I shall be solely responsible for the conduct of the worker. Project's Property / Facility Management shall be at liberty to revoke the above permission in any appropriate case.				
Signature of Contractor		Signature of Owner (For Authorisation)		Date

**1. f. vii) FIT-OUT COMPLETION / SECURITY DEPOSIT REFUND REQUEST**

The Property Manager,

SUB: **Fit-out completion / Security deposit refund request**

**REF: Apartment no. .... on the.....floor in Tower ..... in ..... Project**

Dear Sir,

I / We have completed the fit-out works in the above-mentioned apartment.

I / We have given back all issued contractor/worker identity cards to the security.

We request you to return to us the undated interest free security deposit cheque of Rs.....

OR

We request you to refund the balance amount of Rs.....after banking the interest free refundable security deposit cheque after recovering appropriate amounts due to you.

Yours faithfully,

Signature: .....

Owner's name: .....

Date: .....



## 6. f. viii) POST FIT-OUT INSPECTION CHECKLIST CUM REFUND REQUEST

Project ..... Tower ..... Apartment No. ....

Fit-out start date: ..... Fit-out end date .....

Owner's Name.....

### Security Deposit

Amount .....

Cheque No. ....

Cheque Date .....

Deposited on .....

### Debris

Amount .....

Cheque No. ....

Cheque Date .....

Deposited on .....

### Checklist

**Remarks:** In case of special works carried out (as specified in the fitout guidelines), the undated fit-out deposit will not be returned but will be handed over to the Society when formed. No refund will be issued to the Owner.

Sr. No.	Description	Yes/No	Remark
1	If any room flooring is changed	<input type="checkbox"/>	Undated fit-out deposit to be handed over post society formation
2	If any bathroom flooring is changed	<input type="checkbox"/>	Undated fit-out deposit to be handed over post society formation
3	If any bathroom drain is changed	<input type="checkbox"/>	Undated fit-out deposit to be handed over post society formation
4	If any kitchen flooring is changed	<input type="checkbox"/>	Undated fit-out deposit to be handed over post society formation
5	Any damage to lobby painting, skirting or lights	<input type="checkbox"/>	Owner to repair at their cost or debit the cost incurred from the fit-out deposit
6	Any damage to lobby flooring	<input type="checkbox"/>	Owner to repair at their cost or debit the cost incurred from the fit-out deposit
7	Any extra work done in common areas	<input type="checkbox"/>	Owner to revert to the original layout at their own cost
8	Any debris placed in the lobby or outside the main door	<input type="checkbox"/>	Owner to deposit the debris at the designated location or debit the cost incurred from the fit-out deposit.
9	Any plumbing lines replaced	<input type="checkbox"/>	Owner to revert to the original layout at their own cost or debit the cost incurred from the fit-out deposit.
10	Any difference in the colour of paint in common areas	<input type="checkbox"/>	Owner to revert to the original layout at their own cost or debit the cost incurred from the fit-out deposit.

Amount to be recovered .....

Net security deposit to be refunded .....

Mode of payment (Cheque / RTGS) .....

Encl: 1) Request Letter for refund of security deposit from Owner 2) Copy of payments received

\_\_\_\_\_  
Property Manager (Name, Sign, Date)

\_\_\_\_\_  
LTR Manager (Name, Sign, Date)

















Project RERA Registration Nos.: PRM/KA/RERA/1251/309/PR/171014/000245,  
170923/000478, 180328/002436, 181210/002204, 190506/002550.

**Pouch**