

AIRPORT CITY FLAT OWNER'S ASSOCIATION

238/126/3, JESSORE ROAD
KOLKATA-700 081



Ref. No. APC/GUIDELINES/14-15/01

Date : ... 18th Oct'2014

IMPORTANT DO'S AND DONT'S ACCEPTED BY THE ASSOCIATION FROM TIME TO TIME.

FLAT OWNER RELATED TOWARDS RENT/SELL FLAT :

- 1) Flat owners should clear all dues to the ACFOA before giving his/her flat on rent/ or selling it.

TENANT RELATED :

- 1) Any person who intend to take rent or purchase a flat should intimate beforehand the fact to the association.
- 2) Appearing an Interview to ACFOA office is a must before entering in to flat. He/She/They should fill up the tenant information form of ACFOA at the time of entry.
- 3) NOC (No Objection Certificate) to be shown at the gate before entry with luggage.
- 4) No tenants will be entertained without Family.

SECURITY INSTRUCTION RELATED :

- 1) All visitors must sign on the visitor's register before entry and departure.
- 2) Main gate will always remain closed and will be opened only when necessary.
- 3) Tenant should produce no objection certificate at the gate before entry into flat with luggage.
- 4) All security personnel should keep a close watch during night hours.
- 5) Small vehicles like taxi/private car/chota hati etc. is allowed inside Airport City. No heavy vehicle like TATA- 407 and onwards is allowed to enter inside the complex.
- 6) No Banner / Notice in the security gate or inside the premises without prior permission / intimation to association is allowed.

SMALL FUNCTION/FAMILY GET TOGETHER RELATED :

- 1) Only small function or Family get together is permitted inside the campus. No big parties / functions like marriage ceremony / reception etc. is allowed.
- 2) Gathering should not be more than 100.
- 3) Only one Block can occupy at a time and no other common area including roof top is allowed.
- 4) To have a vacant car parking space under the block, the responsibility lies entirely with the Resident concerned.
- 5) Resident should ensure the cleanliness of the covered area by him/her before and after the function.
- 6) Function should not continue for more than a day.
- 7) Rs. 1500 /- (Fifteen Hundred) for Every function has to be paid to ACFOA in advance by the resident along with refundable security deposit of Rs. 500 /- (Five Hundred) extra.
- 8) Before organizing the function, the resident should take prior permission from association at least 7 days before and fill up the "FUNCTION/FAMILY GET TOGETHER RELATED" information form of Association.

ACFOA HAS THE RIGHT TO MODIFY THE DO'S AND DONT'S AT ANY POINT OF TIME AS AND WHEN REQUIRED.


Secretary, ACFOA
