

**Letter of Request / Undertaking Seeking Permission for Interior Work/
Painting/ Minor Alteration Works / Grill work etc.,**

From: _____ (Owner)

Place : Bangalore,

Flat No. _____

Date :

The Hon. Secretary / Estate Manager
Brigade Gardenia Apt. Owners Association
JP Nagar 8th Phase, Bangalore 560078

Dear Sir

Sub : _____ (Nature of Work)

I/ We wish to undertake the subject work in my flat no. _____ and hence request your permission for the same.

I/We have attached as annexure to this letter, the details on nature of work envisaged. I/We will abide by the following Rules and Regulations of the association

1. I/ We note that Permission is being granted only for Painting &/or Internal work and we are not carrying out any alteration or modification in internal structure, as same are not allowed to be carried out without permission of Association.
2. Any grill work to be carried out shall be as per standard design (already approved by BEL/ BGAOA).
3. I/ We note that Association does not allow any alteration to structure outside our flat in the Balcony.
4. I/ We note that no major modification is allowed without written permission of M/s. Brigade Enterprises Limited, as they are only aware of the design aspects and also note that Schedule - J of Registered Sale Deed (Obligations of the Purchaser), Page 17, Sub clause 19(c) and Sub clause 19(n) does not allow this.
5. I/ We will ensure that during handling of material no damage is caused to lift or walls or any other structure of my/our Block or any other common area in the campus. In case any damage is caused the cost towards repairing and replacing the same shall be recovered in full from me/us.
6. **Any Cracks or leakage seen at later date by virtue of my undertaking this work in flats next to my/ ours or from upper or below floor, shall be rectified at my/ our cost.**
7. I/We confirm that all waste accumulated will be disposed off outside RBI layout (I/ We understand that RBI layout members have objected to our members disposing off all waste in open sites in and around BG.) **No waste will be dumped inside the campus by me/us or our contractor.**
8. I/ We confirm that this work will be carried out as per the rules laid down W.R.T time and days on which work can be carried out. No work will be done on Sundays and Holidays (list of holidays is as declared by Association).
9. **I/We will abide by all rules and regulations of the BGAOA.**

10. I/ We confirm no workers shall stay overnight at my/our place or in any other place in the Campus.
11. I/ We will make arrangements to store all the materials such as Cement, Sand, Tiles, Paints etc., within my/our flat and nothing will be stored in the corridor or common area of the campus.
12. I/ We shall ensure Contractor/ worker employed conduct themselves in most orderly manner and maintain perfect discipline and shall not in any manner cause any interference, annoyance, nuisance, obstruction or any difficulty to the BGAOA or its members / residents.
13. I/ We will be responsible for the safety of the Contractor & /Or their personnel's engaged and any claim arising out of any accident or act shall be met by me/ we entirely and solely, and BGAOA shall not be responsible for same in any manner. Without prejudice to the foregoing I/ We agree to indemnify and keep indemnified BGAOA against all claims and demands of whatsoever nature by any such person while on duty or due to any violation of applicable laws by me/us or breach of any representation contain herein and against any loss, damage, charges and expenses incurred by BGAOA in that regard.
14. I / We understand that the association office at its discretion will inspect the work to be undertaken and only after that permission may be granted on merits.
15. In the event of undertaking post inspection at any subsequent date, if deviations / violations are observed in the compliance, I /we hereby undertake to rectify /set right such observations within 5 days of bringing it to my / our notice without fail.
16. I / We understand that the request shall be submitted at least **3 days in advance** of the work to be undertaken and that the office may take a couple of days time to accord permission from the date of such request given. I / We further understand that it would involve more time if the process requires BGAOA Committee's approval.
17. a) I / We understand that Security Deposit of Rs. 2000/- is required to be made to be set off against any non-compliance of the rules and regulations / Terms and Conditions
 b) I/ We hereby request you to waive depositing of Rs. 2000/- towards (a) above and in the event of any non-compliance of the Rules and Regulations/Terms and Conditions/ damages are caused I/We undertake to pay the damages /charges as demanded by BGAOA within 2 days from such intimation/demand. I/We further understand that the Association is vested with the powers to recover such charges as maintenance charges payable against the flat owned by me / us.
18. I / We understand that BGAOA, at its discretion, may reject or not accord permission for the request made without assigning any reason whatsoever.

Signature/s:

FOR OFFICE USE

Permitted From _____ to _____ days

Not Permitted Reason: _____

For BGAOA

Authorized Signatory

BRIGADE GARDENIA APARTMENT OWNERS' ASSOCIATION

SECURITY COPY

To:
Security In Charge,

Permission accorded to Flat No. : _____ for undertaking
_____ to be completed from _____ to _____ (No. of days).

Note:

1. Work Permitted Timings: 8 am to 6 pm only
2. Work not Permitted on SUNDAYS and HOLIDAYS declared by BGAOA.

Authorized Signatory (with Seal)

BRIGADE GARDENIA APARTMENT OWNERS' ASSOCIATION

OWNER'S COPY

To:
Security In Charge,

Permission accorded to Flat No. : _____ for undertaking
_____ to be completed from _____ to _____ (No. of days).

Note:

1. Work Permitted Timings: 8 am to 6 pm only
2. Work not Permitted on SUNDAYS and HOLIDAYS declared by BGAOA.

Authorized Signatory (with Seal)
