

**Orchid Suburbia Co-operative Housing Society Ltd.**

New Link Road, Kandivali West, Mumbai – 400 067/Tel:- 91 22 40138833 | [info@orchidsuburbia.com](mailto:info@orchidsuburbia.com)  
Reg.No.MUM/SRA/HSG/(TG)/12650/Year 2015 Dated 10.12.2015

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*Dated:*

**Members/Residents**

**Orchid Suburbia CHS**

**Sub: Renovations/ Alterations in flats at the society.**

Dear Members,

This is to inform you that all members/residents with **immediate effect** are required to furnish request in writing (in duplicate in prescribed format) to the **Chairman/Secretary** before commencing repair works at their flats (furniture works, civil works including painting, flooring, plumbing etc).

The request will be valid for a specified period and subject to member providing refundable (non-interest bearing) security deposit of Rs.15,000/-. The said deposit should be paid through cheque favouring **“Orchid Suburbia Co-Operating Housing Society Ltd.”** along with the application.

Members will need to seek this permission **atleast 2 weeks** prior to commencement of work. Letters can be submitted to members of the **Chairman/Secretary** in the society office. The committee will take up matters for discussion on each Sunday and may ask members to join the weekly meeting if there are any questions/ concerns raised by the committee. The committee will provide a written permission within 2 weeks of application. Work can only be done between 9 AM to 7 PM on daily basis **except 2PM to 4PM in the afternoon.**

If any member commences work prior to written permission being granted, they are subject to pay security deposit on demand of the society and will be levied a penalty of Rs. 500 per day of work being carried out prior to permission being granted.

In case any other member reports damage to their flat(s) as a result of work being carried out by other member, issues will need to be resolved amongst the members, society will not be responsible to make good of the damage caused to other flat(s).

Post completion of work the security deposit shall be returned within 3 months to the members provided there are no structural damages or alterations beyond the permission reported or unresolved disputes relating to damage to other flats reported. The society reserves the right to forfeit the deposit and impose additional penalties to members who have carried out work outside of permission granted – or have caused any damage or have left over debris from repair work in society premises

Please be reminded that members are strictly restricted from making any structural changes (alteration; extension; sewage line changes; changes to plumbing lines) to their flats which is not as per BMC approved building plan as this could have adverse impact to the structure of the building. The society reserves right to stop work being carried/ members asked to re-instate the structure “as it was” if violations are found.

Yours Sincerely

Orchid Suburbia Chs Ltd.

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## Request for Repair & Maintenance

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

Name: \_\_\_\_\_ Flat No: \_\_\_\_\_ Wing: \_\_\_\_\_

i) Proposed date of commencement of work: \_\_\_\_\_

ii) Expected date of work being completed: \_\_\_\_\_

Type of work	Brief description of the work being done	Committee comments/ Questions	Permission Granted (Y/N)
<b>Civil Works</b> (Including Painting, Changing floor tiles, other modifications to walls/brickwork or electrical fittings). <i>Please also provide details of any heavy equipment is required for this work</i>			
<b>Bathroom &amp; Plumbing changes</b> (replacing sanitary, water plumbing)			
Replacing drainage pipes, taps, manholes and other fittings			
Others (Not mentioned above)			
<b>Security Deposit Transaction details</b>	<b>Cheque No/NEFT :</b> <b>Bank Drawn On:</b>	<b>Amount:</b> <b>Dated:</b>	

I/ We \_\_\_\_\_ certify that the information provided above is true and accurate. I understand that the society can withdraw the permission and stop work being carried out any movement if there are violations to the permission reported/found. I confirm I will not be making any alterations to plumbing lines, RCC structure and will not be making any extensions of balconies which are against the terms of OC for the building. I also understand that the society reserves the right to forfeit the security deposit and impose additional penalties for violations, debris or damages caused. I will make claim of security deposit after completion of work & will allow inspection of my flat by society's property manager and understand to receive refund only after 90 Days of holding period.

Yours Sincerely

Received by & Date

Name & Signature of Member

**Orchid Suburbia Co-operative Housing Society Ltd.**  
 New Link Road, Kandivali West, Mumbai – 400 067/Tel:- 91 22 4013883 | info@orchidsuburbia.com  
 Reg.No.MUM/SRA/HSG/(TG)/12650/Year 2015 Dated 10.12.2015

Receipt

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

Receipt No: \_\_\_\_\_

Received with thanks from \_\_\_\_\_  
 residing at flat number \_\_\_\_\_ towards payment of non-interest bearing refundable  
 security deposit for carrying out repair/maintenance work.

Details of cheque received:

Bank Name	
Amount	
Dated	
Cheque Number	
Received Date	
Received by	

*Receipt subject to cheque realisation*

For, Orchid Suburbia CHS Ltd.

Chairman / Secretary / Treasurer

For NEFT Payments Our Bank Details AS Follows    W.E.F. 21/08/2023

Orchid Suburbia CHS Ltd.  
 Account Number : 50200019327738  
 IFSC : HDFC0000145  
 Bank :HDFC BANK LTD

Share The Screenshot Of Payment To : info@orchidsuburbia.com