



MAXIMA

— BY OBEROI REALTY —



# HOME GUIDE FOR OBEROI MAXIMA

## **Welcome to MAXIMA by Oberoi Realty**

Dear Resident,

It gives us immense pleasure to welcome you to your new home. Maxima is one of Oberoi Realty's most prestigious developments and we have taken great care to ensure that all the members of the family will be proud occupants here.

At Oberoi Realty, it is our constant endeavor to ensure that you enjoy an enhanced lifestyle within the spaces developed by us and this document has been prepared to ensure just that. This is a general guideline that will enable you to know your property better and help you to take maximum advantage of all the facilities, amenities and common areas that are available for your use. Additionally, you will also find salient features of your Flat available within this home guide.

You will also be happy to know that a professional Property Management Company known as OCS has been appointed to manage and maintain the project. Their duties include managing the property, supervising contractors and service providers and attending to the residents' service requests.

We wish you and your family a peaceful, content, and happy life in your new home.

Warm Regards,

Oberoi Realty



## Section: 1

### Know Your Complex

Peaceful living necessitates that all the members of the complex take joint responsibility of ensuring that the common facilities are not misused, and the safety and security aspects of the building are not harmed. Your building has the following common facilities:

Facilities	Description
<b>Elevators</b>	Four state-of-the-art elevators are installed in each Tower. In case of any problem with elevators, please press the alarm button within the lift or call the Help Desk. All elevators are equipped with ARD (Automatic Rescue Device) system.
<b>VDP System</b>	The building has a centralized Video Door Phone which connects all Flats and facilities like Property Management Office, Reception Lobby, Security Cabins at Entry/Exit Gates, club house, etc.
<b>Fire Fighting System</b>	On each floor, we have provided fire shafts, which contain a hose with a nozzle and hydrant valve. In case of fire just pull out the hose with the nozzle, open the valve and pressurized water will start coming out of the nozzle. Also, we have provided sprinkler system in all the rooms and floor Lift lobbies. The kitchen in the flats are equipped with heat and gas detectors.
<b>Pumping System</b>	Water pumping system will ensure that water is supplied to all the Flats at suitable pressure.
<b>DG Systems</b>	One Diesel Generator set of 1010 KVA is installed in the complex. In case of disruption of electric supply, the emergency and essential connected systems like elevators, emergency common area lighting etc. will be made serviceable by the Diesel Generator.
<b>Recreation</b>	Swimming Pool, Kids' Pool Multi- Purpose Court, Activity Room, Kid's Play Area, and a fully equipped Gymnasium are available in the complex for recreation. Social functions can be held in air-conditioned Multipurpose Hall.
<b>OWC Plant</b>	State of Art OWC machine to process the organic waste is provided to comply with statutory norms and waste management.

## Clubhouse

The clubhouse is the home to all amenities located at P4 Encompassing efficient space utilization, the Clubhouse has been designed to provide a relaxing and casually elegant experience for all our residents and guests.

### Facilities in the Clubhouse include:

- Swimming Pool and Kids' Play Pool
- Kids Play Area
- Gymnasium
- Multipurpose hall

### Clubhouse Membership

For Club Membership, kindly follow the following process:

- Please contact PMS team and fill the Registration Forms. Submit the form along with 2 photographs.
- Club Membership cards will be provided to you.
- Clubhouse guidelines are mentioned elsewhere in this guide.

## Know your Flat

You are one of those few to own a Flat at Maxima by Oberoi Realty which has been finished with modern technology.

	Description
<b>Electrical Switches</b>	Honeywell Electrical switch & power points are provided for ON/OFF operations
<b>Sanitary ware &amp; Water faucets</b>	Kohler Sanitaryware & water faucets are provided in washrooms.
<b>Water Geyser</b>	There is a water geyser provided for hot water in each bathroom & kitchen of your Flat. It is advisable to turn the boiler off from the switch after use.
<b>TV Cable Outlets</b>	TV Cable outlet points are provided in the living room and all bedrooms.
<b>Video Door Phone</b>	Video Door Phone is provided in all Flats with interconnectivity between Flats and common area facilities.
<b>Network Boosters</b>	Network boosters are provided in the flat to ensure network stability in the tower.

**Electricity**

Electricity is supplied by TATA POWER CO. LTD. Meters are provided at respective floors. Each Apartment has its own meter, Electricity billing will be directly by TPCL.

**SOME IMPORTANT SAFETY TIPS**

- Warn and dissuade children from playing with power sockets. Fingers or metal objects inserted into the socket could give children shock which may prove fatal.
- Never use a multi-plug for operating several appliances like mixer, oven, fridge, TV, etc. from one single point. Use independent points for all these appliances.
- Do not switch on the water heater / boiler in case of no water supply to your apartment. Switch off the boiler after use. Do not leave the boiler switched on overnight.
- Steer clear of the temptation to use bucket water-heaters with naked heating coils for quicker heating. Severe burns and shock could result from this.
- Inserting loose wire ends (without a proper plug connector) for temporary connections is a crude practice fraught with danger. Besides sparking and other electrical hazards, loose wire lying on the floor, may lead to a serious accident.
- Refrain from attempting even minor replacement or repair jobs like changing bulbs, starters, fuses with the switch ON.

## Section: 2

### Property Management Team

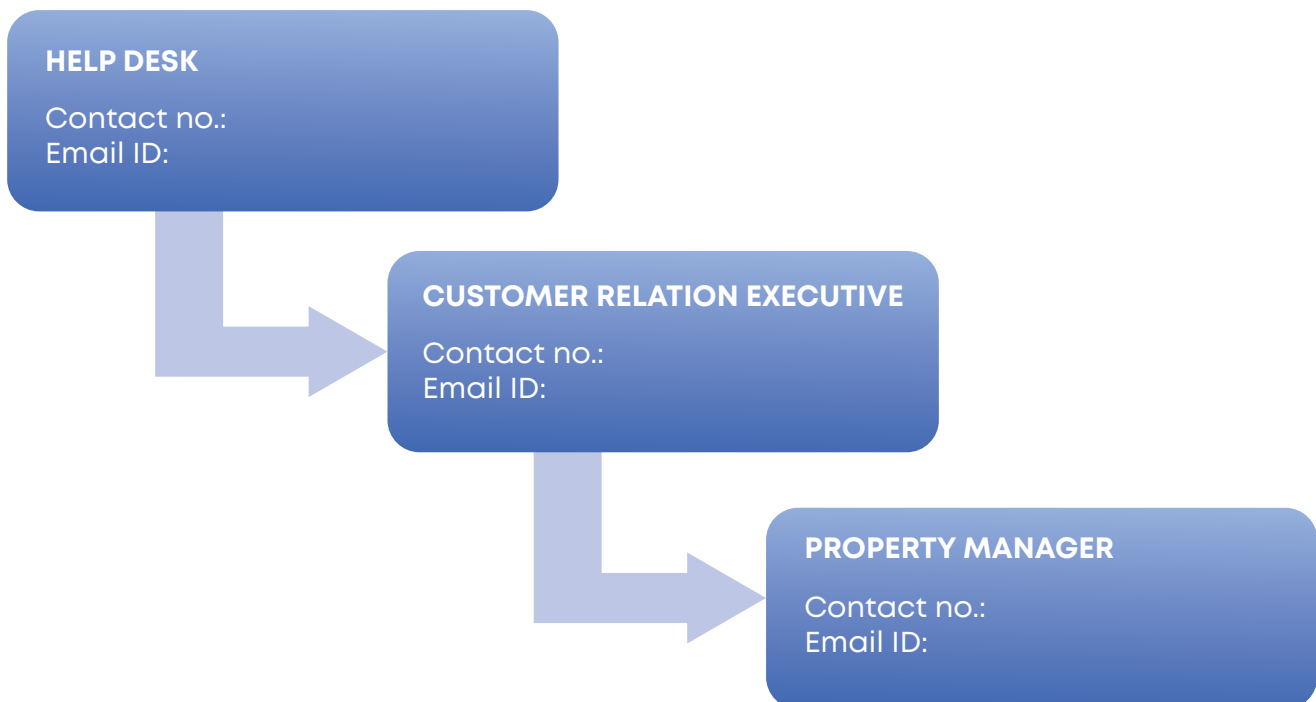
“OCS” is appointed as the property management team for Maxima by Oberoi Realty.

The OCS team will manage and provide services in the areas of housekeeping, security, common area MEP maintenance, customer relationship and other property related services.

The property management team is responsible for the maintenance and operation of common areas only. Their role includes implementation and enforcement of all rules as laid down from time to time.

Please feel free to call / mail for services related/ discrepancies or faults noticed, or any violation observed in the Common Area. Enquiries or faults concerning the upkeep of the property, or any other services should be made to the Property Management. The Help Desk will assist in resolving the issues related to Common Area.

### Escalation Matrix





POLICE STATION, FIRE STATION AND AMBULANCE		
Police Control Room		100
		022-22621855
Jogeshwari Police Station	Swami Compound, Caves Road, Jogeshwari (East) Mumbai-60	022-28221672
		022-28210763
FIRE BRIGADE		
Goregaon Fire Station	Shri Gajanan Maharaj Marg, Opp Best Staff Colony and Imperial Height, Road Number 6, Motilal Nagar No. 1, Siddharth Nagar, Goregaon West, Mumbai, Maharashtra. ~2 KM	
AMBULANCE		102, 1298
		022-24308888
Prachi Ambulance Service	10/A, New MMRDA Colony, Block No. 61/62 Near Matoshri Sports Club, Jogeshwari East, Mumbai - 400060	9869398730
Mediquo First HealthCare	Geeta Kunj Apartment, B-301 CHS Ltd, RR Thakur Rd, Jogeshwari East, Mumbai - 400060	
HOSPITAL		
HBT Trauma Care Municipal Hospital	Western Express Highway, Geetanjali Railway Colony, Ram Nagar Jogeshwari East, Mumbai, Maharashtra	022-28224081
Holy Spirit Hospital	Mahakali Caves Rd, Sher E Panjab Colony, Andheri East, Mumbai - 400093	022-28248504

## Section: 3

### General Guidelines

- The Flat shall be used only for residential purpose.
- Afternoon 2 PM to 4 PM are declared as lean period. Resident are requested to maintain silence during this period.
- No fit out or any noise creating activities will be conducted during lean period.
- Resident will not be contacted for any service or complaints during lean period unless there is an emergency.
- Residents shall not use their Flat for any purpose, which may be injurious to the reputation of the property or for any purpose as to cause a nuisance or danger to any other residents.
- Residents shall not make excessive noise or engage in offensive conduct that annoys or disturbs other residents e.g., all residents shall ensure that their radios, hi-fi equipment, television sets, musical instruments etc. are not tuned/played at a volume which may cause disturbance or inconvenience to others.
- Advertisements of any form are not permitted to be displayed from balconies or windows of Flat units or anywhere in the common areas.
- Commercial Photography of any form is not permitted anywhere in the common area of the premises.
- Animals and pets are not permitted in the amenity areas.
- Residents shall not distribute any flyers or the kind, in the mailboxes, doorsteps or any part of the common property unless written approval is obtained from the management.
- Residents shall not keep, store, or use any explosives or highly inflammable material of any nature in the Flat.
- Residents shall ensure that no potted plants or any other objects are placed dangerously on air- conditioner ledges or ornamental projection area where they can fall and cause bodily harm to persons below.
- It is intended that the exterior facade of the building shall represent a uniform appearance. As such, residents shall not allow any projections to extend through any doors and window opening; erection of partitions and window grills; and painting of external wall and window frames without the prior written approval of the management. The management shall have the full right and authority to demolish any or all such unauthorized additions, alterations, structures, or any part thereof after fourteen (14) days written notice to the owner/occupier requesting him/her to remove the same and all costs and expenses incurred, including legal fees in respect of such removal or demolition shall be borne by the apartment owner concerned.
- Residents shall not damage any part of the common property and shall make good the damage, to the satisfaction of the management, in case damaged.
- Residents shall be responsible for the acts of their family members, guests, servants, house movers, agents or contractors and have to make good any damages caused to the common area or any structures and equipment that is the common property of the estate to the satisfaction of the Management.
- Residents shall not use abusive language with their neighbors, the management and the appointed management agent and contractors. If a resident has any cause of complaint against the management or staff of the Property Management Company or its contractors, he/she shall communicate the same to the Management or Property Management Company in writing.

- Residents are not allowed to use any employee of the Management for any business or private errands. The Management, maintenance personnel and security guards are not authorized or allowed to accept delivery of packages, parcels etc. of any kind on behalf of residents.
- Residents shall permit any staff of the Management at all reasonable times and on reasonable notice being given (except in an emergency when no notice is required) to enter their Flat to execute any work or perform any duty or enforce any house rules in connection with the property.
- Residents shall display the car park sticker issued to them prominently to facilitate the Security Guard in checking vehicles entering the property. Residents who are expecting guests are advised to give the name of their visiting guests as well as their vehicle numbers (if any) to the Security Guard on duty at the main gate. Residents should also inform their guests that they would have to be verified at the Security Gate.
- Every Flat owner or Occupier must give written notice to the Management furnishing the names of the tenants and the family members or occupier of the Flat. If the Flat owner or occupier fails to give such written notice, the Management reserves the right to refuse entry to any person as it deems fit.

The Management shall not be liable for any personal injury, accident or loss occurring in any part of the property.

- Residents shall not hold a barbecue in the Common area at any time eg. Refuge floor within the tower.
- In the event of power failure, fire or other emergencies, residents must not use the elevators but should use the stairways to vacate the buildings.
- The residential units cannot be used as a Guest House, Service Flat or as a Dormitory.
- In the event of any violation of these home guide, the Flat owner or occupier shall make good and / or compensate for any loss and/or damage caused to the satisfaction of the Management.
- No tobacco or cigarettes to be carried into the complex by servants, driver & helpers
- Feeding of stray animals/birds within the complex is not allowed.
- Pet owners should have pet license as per BMC rules and a copy of the same shall be submitted to the Property Management office.
- Residents shall not hang their laundry items, bedding, or other articles in an unsightly manner or in such a way that are visible from outside the building.
- Do not spit or scribble on walls, corridors, basements or elevators in the complex. Instruct your domestic staff, drivers and contractor staff to refrain from chewing pan and spitting in the common areas.
- Do not allow your drivers/domestic staff to sleep in the common areas/lift lobbies/stilt parking etc. Drivers or domestic staff, including maids, must not use the lawns for lying down, playing around, sleeping or for their personal get-together.
- Do not pluck flowers and leaves and do not pull or bend plants in the premises.
- Children must be asked to play ball games only in the designated playing areas and not on the lawns of the complex, as this may damage the grass and flower beds.
- Keep the gardens and lawns clean and good for use by others. There are dustbins provided for disposing of small litter around the lawns.

- Residents shall not install any radio/television antenna/dish in the common corridor, or at any other part of the building or any external part of the unit. A common dish is provided for this purpose. All furniture and equipment placed or installed in the common areas by the management have been provided for the safety, comfort and convenience of all residents and therefore shall not be removed without the permission of the management.
- Residents shall not damage any furniture and equipment provided in the common property areas for the use of all residents, or cause damage to any part of the common areas.
- Residents shall not use the lobby or common areas of the property for any private/public activities or functions and religious functions or activities.
- Residents shall use and enjoy the common property in such a manner so as not to interfere unreasonably with the use and enjoyment thereof by other owners or their families or visitors.
- Residents shall not use abusive language with their neighbors, the management and the appointed management agent and contractors.
- Residents are not allowed to use any employee of the management for any business or private errands. The management, maintenance personnel and security guards are not authorized or allowed to accept delivery of packages, parcels etc. of any kind on behalf of residents. Residents shall permit any staff of the management at all reasonable time and on reasonable notice being given (except in an emergency when no notice is required) to enter their apartment to execute any work or perform any duty or enforce any house rules in connection with the property.
- All residents are advised to read the communication sent on residential app, as through these emails and notices, that the management will communicate with all the residents about forthcoming events, the schedule of residents and important decisions, on a regular basis.
- Smoking is prohibited in all public areas.

### Day-To-Day Living at Maxima by Oberoi Realty

Following is some of the guidelines which a resident should be aware of in maintaining the property:

#### Balconies:

- **Flowerpots:** Do not keep flowerpots on balcony railing or on window railing.
- **Drying washed clothes:** Do not hang washed clothes over the balcony /window railings.
- **Washing:** Do not wash balconies with water, but a dry broom followed by a wet mop is most effective. Mop up the excess water with a cloth as water must not spill from balconies of upper floors onto lower floor occupant balconies.
- **Watering potted plants:** While watering potted plants in the balconies, use as little water as possible to prevent spillage or overflow. Also use over-spill trays under the pots.

#### Garbage Disposal:

- Each apartment will be provided with garbage bags for wet and dry garbage. The black bag for wet garbage and a white bag for dry garbage. The housekeeping staff will collect the garbage bags every day at scheduled times from each Flat. Please do not keep the garbage outside the Flat or in common area to avoid attracting rodents and any foul smell in your lobby.

**Wet Garbage:** e.g., Wood, hair, human nails, egg, coconut, tea powder, vegetable & fruit & food waste etc.

- Garbage bags must not be left in the passage. Do not use the shafts or fire staircases for disposing garbage or other household material.
- Do not throw dust or garbage outside from the Flat while cleaning. It must be collected and disposed through garbage bags.
- Sanitary napkins shall not be flushed. Please keep them in cover and dispose of in garbage bag.
- Garbage bags must be always used for disposal of garbage in the bins. Please do not dispose loose/open garbage in the bins.

#### **Noise from your Flat:**

- **Moving heavy furniture:** Heavy items, including furniture and equipment, should be lifted and not dragged. This is not only to prevent damage to the flooring but also to avoid disturbance to occupants in other Flats.
- **Games:** Do not allow children to bounce balls or create noise that may disturb other occupants.
- **Music:** As a courtesy to fellow occupants, Decibel levels should be kept low, especially after 10 p.m.

#### **Parties:**

- While having a party in your Flat, kindly ensure the music and other noises do not disturb other occupants.
- Cooking and display of food counters in lift lobbies is not permitted.

#### **Pets:**

- Only household pets of small pedigree may be kept by residents. Livestock, poultry, and other non-household pets shall not be allowed in the Flats.
- Household pets that cause nuisance or unreasonable disturbance must be tamed for the safety of other residents.
- Pets are not allowed in club house area, please use designated pet area.
- Pets (specifically dogs) must always be kept on a leash outside the Flats. Make sure the leash is appropriate and the handler can effectively control his Pet. Ensure the Pets do not enter flower beds or garden areas.
- Dog Litter: Do not allow your dogs to relieve themselves in common areas such as roads, gardens, lawns, elevators or through the stairs. Please pick up the Poop if littered.
- Please get your pet registered with Brihan Mumbai Corporation ("BMC"), which is mandatory as per BMC guidelines.
- Ensure that your pet does not cause inconvenience to others by barking constantly or through aggressive behavior.
- Ensure that your pet is regularly vaccinated against rabies, and a copy shall be submitted with PMS Team.

#### **New tenant**

- Every Flat Owner or Occupier must give written notice to the Management furnishing the names of the tenants and the family members and support staff.

- If the Flat Owner or occupier fails to give such written notice, the Management reserves the right to refuse entry to any person as it deems fit.
- New tenants and new owners are permitted to move in by the security only after duly verifying the records of permission.

#### **Moving In:**

- **Bringing goods into the Complex:** All Residents moving in need to notify 96 hours (04 days) in advance to the property management team for convenience & logistics of the Residents.
- **Taking goods outside the Complex:** All residents taking goods outside the complex need to notify the property management team prior to the movement.

#### **While leaving town**

- Occupants are expected to inform property management team while leaving town for an extended durations and preferably hand over apartment keys to their nearest relative/neighbors to allow access inside apartment in case of any emergencies. Always provide key holder's contact details.
- Occupants should grant the entry to the apartment to security, or any Property Management staff, in case of emergency resulting in threat to life whether the resident is present or not.
- Occupants should inform their domestic staff & service providers such as Milk Vendor, Newspaper, House Maid in case leaving town for extended durations.
- Please ensure to shut down piped gas/cylinder gas connections, water taps, and electric connections etc. before leaving your home for longer durations.

#### **Renovation and fit out**

- For Fit-out activities, please refer the Fit-out Manual.
- Please be sensitive to neighbor convenience. It is a good gesture to inform your neighbor prior to starting any work, which may cause them inconvenience.

**Note: Please refer Fit out manual to understand detailed fit out process**

#### **Common Areas – Guidelines**

- **Modifications:** Do not make any modifications that may affect the façade of the building. Do not make holes in the outer walls for air-conditioning pipes or drainage pipe and do not put-up awnings or roof coverings over balconies.
- **Plumbing and Electrical Shafts:** Do not store anything in the shafts as these can be hazardous and is prohibited.
- **Common Areas and Passages inside Buildings:** Common areas and passages in all parts of the buildings are to be kept free of obstructions from any objects such as plants, decorative furniture, bicycles, boxes, crates, wood shavings and building materials. All such material found in common areas will be cleared by the maintenance staff of the complex at owner's costs.
- Do not throw any garbage from your Flats down to the common areas and parks.
- Do not allow your drivers/servants to sleep in the common areas/lift lobbies/stilt parking etc.

### Lawns and Common Areas:

- **Plants and Flowers:** Do not pluck flowers and leaves and do not pull or bend plants in the premises.
- **Ball Games:** Children must be asked to play ball games only in the designated playing areas and not on the lawns of the complex, as this may damage the grass and flower beds.
- **Driver and Maid Servants:** Drivers or domestic servants, including maids must not use the lawns for lying down, playing around, sleeping or for their personal get-together.
- **Use of Dustbins:** Keep the gardens and lawns clean and good for use by others. There are dustbins provided for disposing off small litter around the lawns.
- **Dog Litter:** Please ensure that your pets do not relieve themselves anywhere on the lawns or in the common areas.

### Elevators:

- **Small Children:** Children below 12 years must not be allowed to travel alone in elevators.
- **In case elevator got stuck in between, please press Alarm Button to connect with Lobby Security.**

### Fire Sprinklers

- Please ensure that sprinklers inside apartment are clear and not clogged by paint (and not covered by bookshelves or curtains). If in doubt, call the Property Management Team to check your apartment.

### Preventing fires

- **Bonfires:** Do not light a bonfire inside your apartments, even to entertain your children.
- **Havans:** Inform 7 days prior to property management team while performing a Havan in your apartment. Light the Havan fire in a Havan pot (Havan Kund) to insulate the fire from the floors. Install caps on detectors with the help of property management team to avoid its activation of due to smoke. Owner should arrange a fire extinguisher prior to Havan.

### In case of Fire/Natural Calamity

- In case of a fire, earthquake, natural calamities etc. seek immediate help from property management team.
- Respond to any fire alarm instantaneously, do not stop to pick up valuables but make sure all family members are out of the apartments and do not risk your own life.
- Do not use the lift and instead use the staircase. Gather near Assembly Point and make sure your presence is noted by the security team.

**Note: In the event of a fire, Apartment Owner/authorized contractors must not use the elevators but should use the staircase to evacuate the buildings.**



#### **Other General Guidelines for the use of Common Area:**

- Personal belongings must not be placed/stored at the common areas at any time other than for their designated purpose. The refuge areas, sidewalks, passages, lobbies, stairways, corridors, parking slots or any other Podium area must always remain unobstructed or be used for any purposes other than their designated usage. The Management shall not accept any liability, whatsoever, for loss or damage to such goods or any item including bicycles, benches, flowerpots, shoes etc. left in the common property areas.
- Smoking within the vicinity of the swimming pool, common toilets, elevators, and any other enclosed area is strictly prohibited.
- Littering and spitting in the common areas is strictly prohibited; in breach whereof, the owner or occupier shall bear the cost of removing the litter/cleaning up the area in addition to penal action. The cost of removing the litter/cleaning shall be determined at the sole discretion of the Management.
- All furniture and equipment placed or installed in the common areas by the Management have been provided for the safety, comfort and convenience of all residents and therefore shall not be removed without the permission of the Management.
- Residents shall not damage any furniture and equipment provided in the common property areas for the use of all residents, or cause damage to any part of the common areas.
- Residents shall not install any radio/television antenna/dish in the common corridor, or at any other part of the building or any external part of the unit. Common dish is provided for this purpose.
- Residents must not erect any external awnings, shades, screens, grills or any other structure on the common property without prior written approval of the management.
- Residents shall not use the lobby or common areas of the property for any private/public activities or functions and religious functions or activities.
- Residents shall use and enjoy the common property in such a manner so as not to interfere unreasonably with the use and enjoyment thereof by other owners or their families or visitors.

#### **Vehicle & Parking Facilities**

##### **Entry and Parking of Residents' Vehicle:**

**Resident Vehicle Stickers:** All Vehicles belonging to the occupants that they wish to park within the premises will have to be registered with the Property Management office. An entry will be made in the vehicle register and a parking sticker will be issued.

- 'One Parking One Vehicle' policy is being followed at Maxima by Oberoi Realty.
- Only one (1) car sticker will be issued for each parking slot.
- A fee of Rs. 200/- per sticker will be charged for replacement of damaged or lost stickers.
- Residents who change cars shall submit details of the new vehicle to Management.
- The car park sticker must be prominently displayed on the front left-hand side of vehicle windscreen. Vehicles without sticker are not allowed to be parked inside parking podiums.
- The car park has a height limit of 7 feet.
- Heavy vehicles are not allowed in the car park.
- Parking of vehicles in front of entrance lobbies is strictly prohibited.
- Parking slot should be utilized only for parking vehicles.



- Keeping any material in the parking slot is strictly prohibited.
- Flat Owners/Occupiers are responsible for ensuring that their visitors abide by the rules.
- Two wheelers need to be accommodated by residents in their own parking space.

**Note: Car sticker is provided for identification of vehicle for security reasons and does not serve as proof of parking space allotment.**

**Vehicles parked within the car park are at the sole risk of the owners or residents, and Management will not be responsible for any loss or damage howsoever caused.**

**Commercial Vehicles:**

- No commercial vehicle is allowed to be parked in the in the car park unless with the written approval of the Management.
- Vehicles and machinery like forklifts, generators, welding machines, air compressors, lifting equipment, containers etc. will not be allowed entry unless prior written approval from the Management is obtained.
- Repair or servicing of cars is not permitted in the car park or anywhere in the common areas.
- Overnight parking by visitors is prohibited and attracts penal action including fine and wheel clamping.

**Wheel Clamping:**

- The Management is empowered to wheel-clamp vehicles without a valid sticker or if found parked in a space other than designated areas not drawn as parking space.
- The vehicle may be released upon the payment of Rs. 500/- in cash for each incident during office hours.
- In the event that the owner/driver of the vehicle and/or the Flat owner/occupier and/or their servants/agents damage the clamp in their attempt to remove the clamp, the owner, driver of the vehicle and/or the Flat owners/occupier shall be liable to pay and indemnify the Management for the costs of replacing the damaged clamp and other incidental expenses and legal costs that may be incurred by the Management to ensure compliance with the rules.
- The Management shall not be liable for any damage to the car, while its wheels are clamped or when the clamps are removed.
- The Wrongly parked vehicle may be towed away, and all towing charges or car park charges shall be payable by the Flat owner/driver and/or owner of the vehicle.
- The Management shall not be responsible for any fines, car park charges, compositions or summons as a result of the vehicle being towed away and parked outside the complex or for any loss or damage to the vehicle or its contents.
- The Management shall not be liable for any loss/damages, actions, proceedings, claims and suits which may be made against the management. All charges incurred by the management including any towing charges and incidental costs and expenses shall be borne by the owner/driver of the vehicle and/or the apartment owner.
- All motor vehicles are parked in these premises at owners' risks and the Management, and its servants and agents undertake no responsibility and shall not be liable in any manner whatsoever

for any loss or damage of or to any motor vehicle parked in these premises.

### **Visitor Management:**

Visitors at Maxima by Oberoi Realty have been classified into the following three types:

- Your Guests (Relatives & friends)
- Daily Services: Milk, Newspaper, Daily Maid servants, Drivers, Tiffin boys, Teachers etc.
- Non-Daily Services: Courier, Gas, Water, Flower, Fast Food, Medicines, Groceries, Services Personnel and Other Deliveries.

Each visitor has specific objectives of the visit to the complex and therefore has corresponding security related guidelines:

### **Guests:**

- Guests will be announced by a call from the main gate security to the host resident. Only after confirmation from the occupant will the guest be allowed into the complex. It is advisable that the hosts inform the names of the expected guests to the main gate security to avoid the waiting period for their guests.
- In case of a larger gathering of expected guests, please provide the guest list in advance to the security to avoid continuous disturbance to other residents and yourself.
- Please advise your guests to make an entry in the register at the main gate.
- Please advise your guests to park their vehicles outside the complex/owner's parking slot.
- Please note that your guests, their accompanying children, friends, and relatives, remain your responsibility throughout their stay at the complex and will be expected to follow the residents' guidelines.

### **Daily Services:**

- All daily service persons would need to carry a Building Entry Permit Card issued by the Property Management Office. The card must be pinned at all times and need to be visible to security staff when moving around within the complex.
- Normally, no call will be made to the concerned Flat, but a call will be made if Domestic Servant does not have a valid Building Entry Permit Card.
- All daily service persons have to make an entry in the register kept at the security gate.

### **Non-Daily Services:**

- All non-daily services (gas, couriers, water, flower, fast food, etc.) will be stopped at the main gate and will be checked for their delivery bills and identity cards from their employers.
- All such visitors will be given a numbered Visitor Pass that has to be worn and displayed at all times while they are in the complex and has to be returned to the Security when they leave the complex.

All non-daily services will be announced by an intercom call to your Flat.

## **Domestic Servant (Maid Servants, Man Servant, Live-In or Daily Workers)**

### **Hiring Domestic Servant:**

- **Police Verification of Domestic Servant** is mandatory under the guidelines by Mumbai Police. Once you have selected your Domestic Servant, please get the police verification done through the local police station and submit the verification documents certified by the police to the property management team for records and issue of the building entry permit.
- All Domestic Servants would need to carry Building Entry Permit Card with them and produce it on demand while in the complex.
- All part time Domestic Servants working at the complex will have to carry Building Entry Permit Card issued by the Property Management Office. The card has to be pinned and displayed at all times. The part time Domestic Servant will have to make an entry every time they enter the tower block and shall be allowed entry only to those Flats endorsed on the card.
- Please do not employ any domestic servant/driver already working in the complex without verifying his or her background from the existing employer and taking the NOC of their previous employer and the Property Management Office.
- Please instruct your Domestic Servant on these guidelines so that they follow them strictly. The employer is solely responsible for the conduct of their Domestic Servant.

### **Employment of servants under 18 years of age shall not be permitted**

### **Terminating Services of Domestic Servant:**

- Please return the Building Entry Permit of the Domestic Servant to the Property Management Office, whose services have been terminated.

### **Reporting Problems with Domestic Servant:**

- Please inform the Property Management Office in writing of absconding Domestic Servants so that security staff is instructed not to let them in subsequently.

Drivers and other workers are not allowed to sit in the common area at any time.

### **Prohibition to employ Child Labor:**

“As per the Child Labor Act 1986, it is prohibited to employ child labors for household and other works. As per the provisions of the said Act, if any person/member is found to have employed child labor for household work and other work then a punishment of imprisonment of one year and a fine up to Rs. 20,000/- or both can be awarded to him. The managing committee of the society shall display the said legal provision on the notice board and shall create awareness in the minds of all the members for eradication of the said evil, child labor practice.

If any member/person/contractors are found to have employed child labor, the managing committee shall inform immediately to the office of the Labor Commissioner or the nearest Police station or the concerned voluntary organizations.”

**ANNEXURE 1**  
**OWNERS INTRODUCTION**

Tower:

Wing and Flat Number:

Occupant Name:	
Occupation:	
Address for future Correspondence:	
Tel.:	
Mobile 1:	Mobile 2:
Office:	
E-mail:	
Other Contact Details:	
Tel.:	
Mobile 1:	Mobile 2:
Office:	
E-mail:	
Other information if any:	

Flat Owner Signature:

Name:

Date:

**ANNEXURE 2**  
**OWNERS/TENANT FAMILY DETAILS**

Name: \_\_\_\_\_ Possession Date: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Tower/Wing: \_\_\_\_\_

Flat No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Family Details:

S. No.	Name	Gender	Relation	Age	Contact No.	Occupation
1						
2						
3						
4						
5						
6						
7						
8						

\*Please submit recent color photographs of family member with form.

Domestic Help: \_\_\_\_\_

Pets Details: \_\_\_\_\_

Pet License No.: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

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

**ANNEXURE 3**  
**APPLICATION TO ISSUE ID CARD TO DOMESTIC STAFF**

Name:		
Name of Company/Firm:		
Date of Birth:		
Occupation:		
Company/Firm Address:		
Residential Address:		
Contact Detail: (Office) (Mobile)		
1)		
2)		
(E-mail)		
Police Verification: (Yes/No)		(Date):
Date & Seal		
Signature of Applicant:		
Verification and Recommendation by Flat Owner Mr. /Ms _____		
_____ Flat No. _____		
Wing _____ Tower _____		
It is certified that the above individual worker in my above said flat for that I verify and take responsibility.		
Signature: _____		
Date & Seal		
Signature:	Security Manager:	Property Manager:

**FOR OFFICE USE ONLY**

ID card No.:

Issued On:

Valid up to

Date & Official Seal

**Note:**

1. Attached with form 02 photo, photo ID proof, residential ID proof.
2. No Pass will be issued if police verification is not done/Resident's responsibility mail/Statement.
3. If ID cards missing/lost, the cost of this form and pass will be borne by the individuals/Flat Owner.
4. The Worker is required to enter their name in the Domestic Servant entry register daily basis.
5. The regular visitor pass should be displayed while on the premises.

	OWNER NAME	FLAT NO.	SIGN

**ANNEXURE 4**  
**INTIMATION FOR MOVE IN/MOVE OUT**

Flat Number.

Date of moving in:        /    /

MOVING IN:        ☐ OWNER                      ☐ TENANT

Owner's /Tenant's Name: \_\_\_\_\_

If Tenant:

Period of Tenancy: From        /        /        To        /        /

Is registered lease agreement received:                      Yes/No

Does Move In/Out charges are paid:                      Yes/No

<b>Payment Details:</b>	
<b>Signature of Tenant</b>	<b>Signature: Owner</b>
Name:	Name:
Date:	Date:
<b>Signature of Society Manager</b>	<b>Signature: Property Manager</b>
Name:	Name:
Date:	Date:



**ANNEXURE 5**

**Application Form for Parking Sticker**

**Owner Details:**

Name: \_\_\_\_\_

Tower: \_\_\_\_\_ Floor: \_\_\_\_\_ Flat No.: \_\_\_\_\_

Contact Details: \_\_\_\_\_

**Vehicle Details**

S. No.	Registration Number	Model	Type of Vehicle	Vehicle Color	Insurance Number

**Note: 1 Xerox Copy of RC book required**

**FOR FM OFFICE USE**

Please issue sticker/s for Mr. / Mrs. \_\_\_\_\_

Flat No.: \_\_\_\_\_ No. of Stickers: \_\_\_\_\_

RFID Details: \_\_\_\_\_

H/o by: \_\_\_\_\_ H/o to: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Authorized Name: \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**FOR SECURITY USE**

Parking sticker number \_\_\_\_\_ issued for Parking \_\_\_\_\_

Security Officer Signature \_\_\_\_\_

CLUB MEMBERSHIP FORM

STATUS	Owner	
	Tenant	Tenure of Lease

Form No.: \_\_\_\_\_ Tower No.: \_\_\_\_\_

Wing/Flat No. \_\_\_\_\_

Photo	Member's Name	:	_____
	Date of Birth	:	_____
	Relation with Owner	:	_____
	Signature	:	_____

Photo	Member's Name	:	_____
	Date of Birth	:	_____
	Relation with Owner	:	_____
	Signature	:	_____

Photo	Member's Name	:	_____
	Date of Birth	:	_____
	Relation with Owner	:	_____
	Signature	:	_____

Photo	Member's Name	:	_____
	Date of Birth	:	_____
	Relation with Owner	:	_____
	Signature	:	_____

- We hereby acknowledge that, all the names mentioned above are the resident of Oberoi Maxima and abide by the rules and regulations for the use of the club house.
- Tenant resident applying for membership needs to submit a copy of the NOC issued by the Developer.

Resident Name:

Main Applicant Signature:

MAXIMA by Oberoi Realty, JVLR, Andheri (East), Mumbai, Maharashtra

## **Oberoi Realty Ltd.**

Commerz, 3rd Floor, International Business Park, Oberoi Garden City, Off Western Express Highway, Goregaon (East), Mumbai-400 063. | Phone-22 6677 3333 | Website:[www.oberoirealty.com](http://www.oberoirealty.com)

No representation or warranty is made or intended as to the accuracy or completeness of information herein or as to its suitability or adequacy for any purpose. By agreeing to purchase, you have represented that you are fully and completely satisfied on all aspects of this project including as mentioned above, and that all documents and information as required to be furnished to you under RERA and applicable law have been duly furnished.