



(ONLY for TENANT)
N.D.C. No.....

To,
The Secretary,
KVAOWA (Kendriya Vihar)
Sector- 56, Gurugram.

Sub: - REFUND OF SECURITY DEPOSIT AND ISSUE OF N.D.C. / GATE PASS

Sir,

- This is to inform that I have been residing as TENANT in Block..... Flat No....., Kendriya Vihar, Sector 56, Gurugram and will be vacating the said flat and leaving Kendriya Vihar on.....
- I am, herewith, enclosing Original Receipt of Security Deposit amounting to Rs.....
- As I have lost the original receipt of Security Deposit, an affidavit to this effect is enclosed which will not be misused, if found.
- I, therefore, request you to refund Security amount deposited by me and issue N.D.C. / Gate pass for above purpose.

Thanking you.

Yours sincerely,

Date:

Signature.....

Name (*IN BLOCK LETTER*)

Flat No.....

Mobile No.:.....

ONLY FOR THE USE OF OFFICE OF KVAOWA

As per record the report is as under:-

1. AMS Paid Upto.....Any Other Dues.....
2. Remove from MyGate App
3. Remove from Web-site
4. Remove Car/Bike Sticker from Boom Barrier (*Original sticker enclosed or not*)
5. No dues certificate from Flat owner
6. Security amount deposited Rs..... Receipt No..... dated.....
7. If, Any Deduction.....

Checked by Signature

FOR THE USE OF APPROVAL

"Service with a Smile"