

Submission of Renewed Tenancy Agreements & Clearance of KUCAOA Dues

GCC/02/092026

Date: 01 September 2026

NOTICE

To: All Flat Owners/Tenants

Subject: URGENT: Submission of Renewed Leave & License Agreements and Clearance of Outstanding KUCAOA Dues

Dear Residents,

This is a mandatory compliance notice for all owners/ their Tenants who have leased or rented out/taken lease of their apartments.

To ensure the smooth operation of our community facilities and compliance with the directive issued by Authorities, it is the primary responsibility of the apartment owner to ensure that their tenants' documentation and financial obligations to the Association are strictly up to date.

Please instruct your tenants to immediately comply with the following requirements:

1. Submission of Renewed Leave & License Agreements

If your tenant's current Leave & License agreement has expired or is nearing expiration, a copy of the registered renewal document along with current PCC for

all Adult members of the tenant family must be submitted to the **Facility Office** immediately. Up-to-date documentation is mandatory for security verification and continued access to society amenities under KUCAOA.

2. Clearance of All Outstanding Dues

All pending dues associated with the leased apartment must be cleared in full before renewal of the Leave and License of the Tenant. This includes, as applicable:

- Common Area Maintenance (CAM)
- Facade Repair Dues
- Road Repair Charges
- Additional Utility Charges
- LPG Reticulated Gas Supply Dues
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Important Reminder Regarding Facade and Road Repair Dues: As formally resolved and documented in the **Special General Meeting (SGM)** Minutes dated **January 12, 2026**, please be reminded that any defaults on Facade and Road charges are officially treated as CAM defaults.

Consequences of Non-Compliance

Owners are requested to ensure these compliances are met by **15 September 2026**.

Should the renewed agreement or the clearance of the aforementioned dues remain pending beyond this deadline, KUCAOA will be constrained to take restrictive administrative action. This will include the immediate suspension of My Gate services for the tenant(s), restricting their ability to manage visitors, deliveries, and access society communication.

The suspension will remain in effect until the owner ensures that all documents are submitted and the account is brought into good standing.

We rely on your prompt cooperation to avoid any inconvenience to your tenants and to help us maintain the financial and operational health of the society.

For and on behalf of KUCAOA

Secretary

Kolkata Uniworld City Apartment Owners Association (KUCAOA)