



VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

NOC FOR PERMISSION TO REPAIR WORK TO BE DONE IN FLAT

From:- Name of Member

Name [Society Member name]

Address [_____]

Date: - / /2024

To,
The Society Chairman/Secretary,
[Address of the Society],

Sub: - NOC for permission to repair work to be done in my Flat No.[]

Dear Sir,

I am writing this letter to request a No Objection Certificate (NOC) from the society for the repair work to be done in my flat. I am a resident of (Flat Number) in (Building Name) and my flat requires some urgent repairs.

I have already consulted a contractor and obtained a quotation for the repair work. The repairs include fixing a leaky faucet, replacing a broken window, and repairing a damaged wall. I have attached the quotation along with this letter for your reference.

I understand that as per the society's bylaws, any modification or repair work inside the flat requires prior approval from the society. Hence, I am seeking a NOC for the proposed repair work.

I undertake the following:

- There shall be NO STRUCTURAL CHANGES IN THE FLAT
- The contractor shall remove the debris of the work on a daily basis. I undertake that there shall be no accumulation of debris within the premises
- The specified Silent Hours from __ to __ hrs will be strictly observed without causing any disturbance or inconvenience to the other residents in the building.
- I will ensure that the work is completed within the given time frame and with the help of skilled workers.

I request you to grant the NOC for the repair work at the earliest so that I can proceed with the repairs. Please let me know if any additional documentation or information is required from my end. Thank you for your attention to this matter.

Sincerely,

(Signature)

[Your Name]

Society Member,

[Name of the Cooperative Housing Society]

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