

To  
The Estate Manager,  
Estate Division,  
Mumbai Port Authority.

Sub : Application for Tenantable Repairs

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I, \_\_\_\_\_, wish to carry out tenantable repairs in the premises, details of which are as follows :

1. Code No.		
2. Plot/ RR No.		
3. Name of the Registered lessee/tenants		
4. Name of the Applicant		
5. Status of Applicant (Lessee/Tenants/ Subtenant/ Obstructionists/ Licensee/ Assignee/ If others please specify)		
6. Sanctioned User		
7. Whether Structure/ Building is authorised/ Unauthorised and Year of Construction	Authorised (____)/Unauthorised ____)/Structure Year of construction ____	
8. Detailed nature of repair work proposed to carry out	Nature of work Tenantable.	Please describe in detail
	(i) providing guniting to the structural members or walls	
	(ii) plastering, painting, pointing	
	(iii) Changing floor tiles	
	(iv) Repairing W.C., bath or washing places	
	(v) Repairing or replacing drainage pipes, taps, manholes and other fittings	
	(vi) Repairing or replacing sanitary, water plumbing, electrical fittings	
	(vii) Replacement of roof with the sa me material	
	(viii) Replacing the existing water proofing treatment without increasing the dead load	
	(ix) Any other work please specify	
7. Timeline for completion of tenantable repair work.	_____ months / _____ days	

You are requested to issue a NOC to the undersigned to carry out the above listed tenantable repairs, to keep the premises in habitable condition.

(Signature of the Applicant)

(Name : \_\_\_\_\_)

Note: Following fees will be payable by the applicant on receipt of intimation from Estate Division

- i. Non-refundable fee of Rs. 5000/- + 18% GST for processing the application.
- ii. Refundable deposit of Rs. 10,000/- shall be payable by the applicant towards clearing off debris if found on work completion.