

# Rajiv Gandhi University of Knowledge Technologies, Basar

Basar (Vill. & Mdl.), Nirmal Dist., Telangana – 504107

## UNDERTAKING LETTER WITH CHECK LIST OF OCCUPYING / VACATING REPORT

Ref: Quarter allocated number \_\_\_\_\_ vide quarter allotment letter dated \_\_\_\_\_.

I am occupying / vacating the flat no. \_\_\_\_\_, \_\_\_\_\_ Quarters, \_\_\_\_\_ Block, from today with the following fittings and fixtures in working condition.

| S.No | Item                               | Quantity/Condition and comments during occupying | Quantity/Condition and comments during vacating |
|------|------------------------------------|--|---|
| 1    | Cots                               |  |   |
| 2    | Mattress                           |  |   |
| 3    | Doors                              |  |   |
| 4    | Windows                            |  |   |
| 5    | Tubelight                          |  |   |
| 6    | Ceiling fan                        |  |   |
| 7    | Switches                           |  |   |
| 8    | Exhaust fan                        |  |   |
| 9    | Kitchen sink – Steel/Granite stone |  |   |
| 10   | Taps                               |  |   |
| 11   | Towel rod                          |  |   |
| 12   | Soap dish holder                   |  |   |
| 13   | Indian W.C. complete               |  |   |
| 14   | Western W.C. complete              |  |   |
| 15   | Wash basin                         |  |   |
| 16   | Mirror                             |  |   |

### Sign during occupying quarters

Occupant Name :

Date :

In-charge (Civil section) :

Date :

### Sign during vacating quarters

Occupant Name (or representative) :

Date :

In-charge (Civil section) :

Date :