

Register your contact details

Letter to your housing society

My society approved an extra charge at its AGM. The bill never reached me, and interest quietly piled up. Send this letter once and it won't happen to you.

To: The Hon. Secretary, [Society name] , [Address]

Date: [date]

Subject: Registration of owner's contact details for Flat [No.] , [Wing/Building]

Dear Sir/Madam,

I am the owner of Flat [No.] and currently live in [city] , USA. To make sure I receive all society communication on time, please register the following and send every bill, notice, AGM or SGM notice, and set of minutes to both:

Email: [email]

WhatsApp: [+1 number]

My local contact in Mumbai is [name, phone, relationship or agency] . They are authorised to receive physical notices on my behalf, but not to make decisions or payments.

I also request a current statement of account for my flat, including any pending dues, interest or special charges approved at recent meetings.

Regular maintenance will be paid by standing instruction from my NRO account [bank, last 4 digits] . Please confirm the society account details for this.

Thank you,

[Name] , Owner, Flat [No.]

AFTER SENDING, TICK THESE OFF

- ☐ Acknowledgment received from the society, with the date
- ☐ Statement of account received; any pending dues cleared
- ☐ Standing instruction set up for maintenance
- ☐ Calendar reminder each year to request the AGM minutes
- ☐ Local contact checks the notice board once a month

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