Possession Policy

Summary

All projects shall now be handed over only for Final Possession (mentioned as Possession henceforth). Customer care team may classify the possession as "fit-out" in their communication but from Construction Management, project will be in the state of final possession. Exception of Fit-out possession is only allowed for iThink & Excelus offices and Experia Retail.

A building will be handed over for possession only if the following criteria are met:

- 80% of the flats are ready along with typical lobbies
- Services inside the building are in place
- 20 meters area around the building is ready
- CAM start date: 30 days from start of possession
- Occupation Certificate is in place within 60 days from sending intimation of possession to customers

The date of offer for possession or start of possession ("P" henceforth) shall be determined at the time of livability assessment and shall be signed off by AML.

Any deviations in criteria for possession shall be agreed upon at the time of livability assessment and shall be signed off by AML.

HFM will communicate the date of "P" to Customer Care team after taking an approval from AML. At "P", Customer Care sends out possession letters to customers for building under possession.

Requirements to be fulfilled for Occupation Certificate

In order to ensure that OC is available within 60 days from dispatch of possession letters by Customer Care or "P", following aspects must be complete at the time of dispatch –

- Lift PWD certificates.
- Sufficient power availability for testing of fire pumps, lifts and STP.
- All works for CFO NOC completed and CFO NOC obtained – this shall require the entire fire tender path from main access road to the building for which OC is being sought to be ready & motorable for fire tender.

- Adequate parking (as per approved plan, not design plan) for the buildings under possession. If such parking is covered, CFO NOC for that area shall be required.
- Storm Water Drain connected to municipal drain.
- Operational STP (or if not applicable, completed sewage connection to municipal sewer).
- Tree plantation / transplantation as per Tree NOC.
- Completion of any flats/areas (e.g. ULC Flats, Rental Building, GCP) which are required to be handed over to government in that complex – if all cannot be ready, at least in proportion to the area for which OC is being sought.

Liaison team shall be informed by the CM Project incharge 30 days in advance about the readiness of these aspects so that paperwork can be started. Project schedules shall be updated accordingly to reflect these policy measures.

Definition of "P" - details

Below are conditions that are to be met in addition to OC requirements for a building to be offered for possession.

For township projects, these conditions must be applied with respect to building under handover and interim solutions for project level deliverables must be fulfilled accordingly.

#	**Condition to be fulfilled before HFM sends intimation to commence possession to Customer Care**	**Other related conditions**
1	All works inside 80% of total units in the wing under handover must be finished, snagged by HFM and taken over by HFM	100% of the units to be taken over by Post Const in P+30 days; no CM team inside the building after that point

2	All the common services like electricity, water, drainage, fire fighting system, DG, emergency lighting, HVAC in common areas, water treatment plant, storm water drain, piped gas connection etc. shall be completely operational serving capacity for the wing under handover	a) STP - depend on sufficient raw is available for final commissioning & testing b) Piped gas connection shall be ready within P+1 month
3	Permanent sources of water and electricity should be available for serving at least 80% of the units.	If OC isn't available, temporary source of water providing full capacity is acceptable. If permanent power isn't available, temporary source of electricity providing full capacity is acceptable. Permanent infrastructure for 100% of the units should be available in P+2 months.
4	Min. 2 elevators shall be fully operational, along with PWD Certificate (in case of just 1 lift in a wing; the lift must be fully operational)	All elevators to be fully operational along with PWD certificates.
5	Building maintenance system and automation (i.e. intercom, VDP, CCTV cameras, fire alarm system, PA system, etc) shall be fully commissioned	Access control system may be operational in P+2 months.
6	Communication infrastructure e.g. - cable TV, telephone, internet, mobile tower, Wi-fi (where applicable), etc – shall be in place and shall be fully operational	None

7	All customer-oriented non-key common areas for the building shall be fully completed & operational (e.g. – main drop off, mail box, HFM office)	All back of house common areas inside the building (e.g. – staircase, refuge area, service floor, etc) should be 100% completed & operational in P+1 month.
8	Labor movement to be segregated so that interaction with residents is virtually 0 (no more than 2 cross-over points acceptable, preferably 0)	No labour access within wing or its 20 m periphery at P+1 month.
9	Approach road to the wing from the main entry to the site shall be completed	None
10	Façade work and external painting of the wing shall be completed	None
11	Parking wing with proper signage shall be completed with enough capacity for at least 50% of the units.	Permanent parking for 100% of the units shall be completed in P+3 months.
12	All common areas outside wing within its "20" meters periphery (with the exceptions of key common areas such as clubhouse, temple) shall be completed in all respects (including all softscape and hardscape).	
13	Key common areas like clubhouse, temple, landscape beyond 20 m periphery, main gate etc. to be completed within P+3 months	Can be done within P+6 months only on AML's approval
14	Occupation certificate	Occupation Certificate to be obtained within P+2 months
15	All structural (RCC / plaster) works are	None

	completed in any wing which shares common wall with the wing under possession	

Below are conditions that are to be met by HFM for a building to be offered for possession:

1. Lodha's HFM team shall be in place 3 months prior to P
2. Final external agency for facility operations start their transition at P
3. Full agency staff (like housekeeping, security, concierge, valet, etc.) shall be in place at P+30 days (i.e. at start of CAM)

Commencement of CAM charges

Following guidelines are to be followed to determine the date of commencement of CAM charges –

- CAM charges should commence from date of offer of possession + 30 days.
- A single start date for CAM shall be applicable for all the residents in the building or phase handed over.
- Any revision in CAM start date can be done only with an approval of AML.
- Customer Care shall collect property tax from the customer for period equivalent to the period for which CAM is pre-collected at the time of possession. An estimate of property tax may be taken from the HFM team; money collected for property tax shall be taken in the same account as CAM.

Exception in fit-out possession

Fit out possession will be allowed only for iThink offices, Excelus offices and Experia retail. Tenants will be given possession for fit-out purposes 4 months prior to the date of offer for possession. Tenants cannot start operating in the building prior to the date of offer for possession. Requirements at date of offer for possession will remain same as defined for all projects above.

Key requirements to be met during fit out possession -

a) The floor is structurally completed and envelope (façade) is sealed on the said floor and the floor above.
b) Water, electricity and drainage at one point on the floor. Sufficient capacity to carry out fit out works
c) One elevator is functional to the floor being given for fit-out.

Note: Common services like water, electricity, etc. will be fully commissioned only at possession. Hence, any issues that arise in the services at time of possession can be addressed by us but, we will not be liable for any damage to works done by the customer during fit out possession period.