Policy to send the Standard List of Documents to Marketing Dept. before start of sales for any Office project

Standard List of Documents to be given to marketing before start of sales for any office project:

1. Site Layout with landscape details
2. Building Lobby Plan
3. Floor plans for all leasable floors
4. List of Specifications
5. Allotment List (Detailing floor, unit no., leasable area, carpet area*) (*same should have details of our standard calculation of carpet areas).
6. Combinability Criteria (only if there are more than one units on each floor, what is possible to be combined or not).
7. Payment Schedule (to be provided by PCA)
8. Schedule of Construction (for the stages appearing in the payment schedule) (to be provided by PCA)
9. Building elevation views (Front, Side, Back; min. one view)
10. General views of the development / facilities
11. Parking details in following format:

Type of Parking	Nos. of car parks
Open	_____
Covered (Stilt or Podium or Basement)	_____
Open Tandem*	___ bays (x 2) = ____
Covered Tandem*	___ bays (x 2) = ____
Open Stack*	___ bays (x 2) = ____
Covered Stack*	___ bays (x 2) = ____
Total Car Parks	

* A given slot viz. both car parks can be allotted to same purchaser only."

These nos cannot be reduced after launch, unless there is commensurate reduction in no. of units.

No. of parkings per unit viz. __ parkings for office size A , ___ parkings for office size B, ____ parkings for office size C etc

Note:

- Final parking plan has to be provided to Customer Care before start of possession of the first building in the concerned marketing project

For retail, the list would be as follows:

1. Site Layout
2. Floor plans for all leasable floors
3. List of Specifications (on same lines as the office specifications – This I would like to finalize today with you).
4. Allotment List (Detailing floor, unit no., leasable area, carpet area*) (*same should have details of our standard calculation of carpet areas).
5. Suggested user list (For each unit, what are the suggested users / usages)
6. Combinability Criteria (only if there are more than one units on each floor, what is possible to be combined or not).
7. Payment Schedule
8. Schedule of Construction (for the stages appearing in the payment schedule)
9. Building elevation views (Front, Side, Back; as applicable)
10. General views of the development / facilities