



ཀྲུལ་ཡོངས་ཁྲིམ་བཞེས་པའི་འཕེལ་ལས་འཛིན་ཚོང་།

NATIONAL HOUSING DEVELOPMENT CORPORATION LIMITED

REAL ESTATE MANAGEMENT SERVICES  
PROPERTY MANAGEMENT SECTION

Head Office – Thimphu, Bhutan



**MAINTENANCE APPLICATION FORM**

I, the tenant, would like to request the following for the maintenance of government quarter allotted to me as per the NHDCL maintenance policy - rules and regulations.

1. Name of Tenant : \_\_\_\_\_ 2. Type of Quarter with Block & Flat No.: \_\_\_\_\_

3. Location : \_\_\_\_\_ 4. Contact No. (Tele/m'bile) : \_\_\_\_\_

5. Office address : \_\_\_\_\_ 6. Natures of maintenance requested are as follows (Add additional sheet if required):

- i. ....
- ii. ....
- iii. ....
- iv. ....
- v. ....
- vi. ....
- vii. ....
- viii. ....
- ix. ....

*I hereby declare that the information provided herein above are true and correct to the best of my knowledge. On receipt of this form, if the information submitted by me was found false then NHDCL reserved the right to seize or cancel the application.*

**(Signature of the Resident)**

Date of Submission : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request recorded at Sequential Number ..... in Maintenance Request Register.

**Recorder's Sign and Date**

Processed by:	Reviewed as per Maintenance rule by:	Approved for Estimate by:
<b>Maintenance Engineer / NHDCL Focal Person / Liaison Officer</b> Name : District:	<b>Head Civil / Electrical Unit Property Management Section</b> Name :	<b>General Manager Real Estate Management Services</b> Name :