

**Letter of Nomination in case of Joint Ownership of an Apartment**

{Refer bye-law 3(1)(c) of the West Bengal Apartment Ownership Bye-laws, 2022}

To,  
The Election Authority  
For Election of Board of Managers 2024  
Urbana Association of Apartment Owners

Sir/Madam,

We are writing this letter to confirm that we are the joint owners of Flat No \_\_\_\_\_ in  
Tower \_\_\_\_\_ to which the above Letter of nomination relates:

Full name of Owner 1	
Full name of Owner 2	
Full name of Owner 3	
Full name of Owner 4	

We, the owners of the above flat, hereby confirm that we have nominated the below mentioned person to represent us as the member of the association. We further confirm that such nominated person will continue to represent us after the formation of the Board till further notice.

**Details of the Nominated Person:**

Full Name:

Email Address:

Mobile No:

WhatsApp Number:

**Name & Signature of all the joint owners:**

Name of the Joint-Owner (CAPITAL LETTER)	Signature of the joint owners

Date:

[On Letter head]

**[Letter of Nomination where an apartment is owned by Company, Partnership firm, Limited Liability Partnership, HUF or any other entity other than individuals need to nominate a person duly Authorized by the same institute/entity on their letter head.]**

To,  
The Election Authority  
For Election of Board of Managers 2024  
Urbana Association of Apartment Owners

Dear Sir/Madam,

We are writing this letter to confirm that Flat No \_\_\_\_\_ in Tower \_\_\_\_\_ is owned by \_\_\_\_\_, a limited liability Company/partnership firm/limited liability partnership/Hindu Undivided Family/\_\_\_\_\_  
(strike out whichever is not applicable).

We hereby nominate the below mentioned person to represent us as the member of the association. We further confirm that such nominated person will continue to represent us after the formation of the Board till further notice.

**Details of the Nominated Person:**

Full Name:

Designation:

Email Address:

Mobile No:

WhatsApp Number

Date:

Name, Signature with Seal