

Flat No-----

Date----/----/-----

DOCUMENT REQUIRED FROM TENANT

1. Tenant Entry Fees (Rs-2500/-) Shifting from one tower to another tower internal fess (Rs.1500/-) Make Cheque in Favor of **PRATEEK LAUREL APARTMENT OWNERS ASSOCIATION** or pay by card.
2. Rent Agreement Compulsory.
3. Police Verification All Members may be done from Police Verification Cell SSP office near Crown Plaza Surajpur Greater Noida .
4. Government Photo ID Compulsory for All Members. (AADHAR card ,Passport, Driving License or Voter ID card).
5. Passport size photograph for all members.
6. Tenant Registration Form by Owner Compulsory.
7. Tenant Registration Form by Tenant Compulsory.
8. Broker And mediator ID (AADHAR card ,Passport, Driving License or Voter ID card) Mandatory
9. Vehicle Registration ID (RC) & Details
10. Undertaking Tenant /Owner on 10.Rs Stamp paper.

NOTE – All Formalities Should be completed safely Before 24 hours, than shifting will .
Allowed

Signature of Tenant

Name:

Email Id :

Contact No:



Prateek Laurel Apartment Owners Association Sector-120 Noida UP-201301

Form No. 1

Dt:

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(To be filled by the flat owner)

To
Facility Manager
Prateek Laurel
Sector-120, Noida

Sir/ madam,

This is to inform you that I have allowed my flat no. _____ at "Prateek Laurel", to be occupied by Mr. / Mrs. _____ and his / her family from _____ as tenant / personal acquaintance (appropriate option to be ticked)

I hereby also declare that

- I have informed the occupier Mr. / Mrs. _____ and his / her family members to follow the rules, regulations and conditions as stipulated by the company in regard to the "Prateek Laurel" Complex falling which I shall assume all responsibility.
- I shall be responsible for any kind of damage/ destruction caused to the common structure and facilities of the society, by the occupants during the period of their stay (including moving in/ out time)
- The occupant shall be responsible for all the payments and dues applicable to my flat. In the event of the occupier falling to do so. I shall be responsible for all dues applicable for my flats.
- The occupier Mr./Mrs. _____ be permitted to use car parking(s) _____ and whose parking slot no. _____ allotted to me as per the agreement with the builder. **The vehicle registration no. is _____.**
- I shall inform the facility manager in writing whenever the occupants intend to vacate.
- In case of the occupier being a tenant, the additional clauses for tenant stipulated by the maintenance agency in the Guidelines for Community Living shall be applicable.
- All the correspondence/ circular from the Company/Maintenance Agency shall be handed over to the occupant/tenant and it will be his responsibility to communicate all such communication to me.
- I shall not use any common facility (Swimming Pool, Gym etc.) once another family occupies my flat.
- I consent and undertake that, it shall be my sole responsibility to get the Police verification done of the Occupant/Tenant and submit a copy of the same to Facility Manager's office before moving in by the occupant/tenant in the complex.
- I have mailed to the estate manager mentioning that my tenant will not install any outdoor unit outside of the balcony/flat

Yours truly

(Signature of Flat Owner)

Name.....

Address.....

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Contact No.:

Form no-2
.....

Dt

(To be filled by flat Tenant)

To
Facility Manager
Prateek Laurel

Paste photograph
of tenant and self-
attest (max. 3
months old)

Sir/ Madam,

This is to inform you that I will be occupying the flat no. _____ at "Prateek Laurel" which is owned by Mr./ Mrs. _____.

I hereby undertake that

- I shall be responsible for payment of all outstanding bills/ dues to the Company/Maintenance Agency if any, towards the flat while I am occupying the flat.
I and my family members will abide by the rules, regulations and conditions stipulated by the Company/Maintenance Agency from time to time with regard to the "Prateek Laurel" Complex.
- I shall be responsible for any kind of damage/destruction caused to the common structure and facilities of the complex by me, any family member or guest during the period of my/our stay (including moving in or moving out).
I understand that I am permitted to use Car Parking No. (s) _____ allotted to the flat owner. I shall obtain car sticker from the Facility Manager's Office for the car parking allotted to the flat owner. I agree to keep any vehicle for which I do not have a valid sticker, outside the premises of the "Prateek Laurel" Complex.
- Only I and my family members resident in the complex, are allowed to use any common facilities (Swimming pool, Gym, and any other facility that may be introduced in future) once I shift in the flat.
- I will receive all the correspondence/ circulars related to the flat, take note of it and inform the owner, wherever required.
- When I shall move in/ out of the complex, I shall pay all the expenses/security deposit, if any including damage done in common areas and lifts while loading and unloading my household goods.
- The Particulars of myself and my family members in occupations of the flat are as under :
- If any problem occurs in the below flat from my flat then I will allow the maintenance department to carry out any repairs in my flat at any point of time. If I do not give permission to the maintenance team then legal action will be taken against me
- I inform you that I will not install the AC outdoor unit outside the flat / balcony

I- Name :

II- Father's/ Husband's Name :

III- Permanent Address :

IV- Occupation :

V- Address of work :

VI- Name of other family members staying in the family :

VII- Name of resident/full time domestic helps staying in the flat

VIII- Details of vehicle owned

Make _____ color _____ Registration No. _____.

Make _____ color _____ Registration No. _____.

Make _____ color _____ Registration No. _____.

IX Name of the owner of the Flat and my relationship with the owner (if any):

The information furnished above by me is true to the best of my knowledge. Yours

truly,

(Signature of occupier)

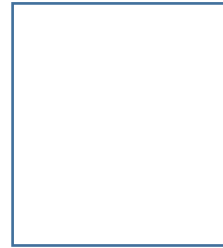
Name.....

Contact No..... Email:.....

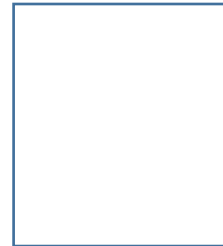
Flat No.

List of family members with photograph

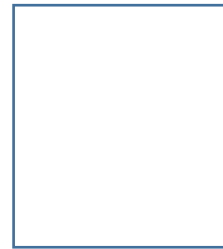
1. Name.....
Aadhar No.....
Mobile No.....
Email id.....
Relationship.....



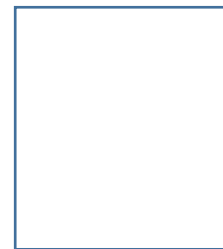
2. Name.....
Aadhar No.....
Mobile No.....
Email id.....
Relationship.....



3. Name.....
Aadhar No.....
Mobile No.....
Email id.....
Relationship.....



4. Name.....
Aadhar No.....
Mobile No.....
Email id.....
Relationship.....



5. Name.....
Aadhar No.....
Mobile No.....
Email id.....
Relationship.....

