

AVISHIKTA PHASE – 1 LIG (TYPE – A) APARTMENT RESIDENTS' WELFARE ASSOCIATION

RENTAL APPLICATION FORM

To,
The President/Secretary
AVISHIKTA PHASE – 1 LIG (TYPE – A) APARTMENT RESIDENTS' WELFARE ASSOCIATION
369/1, Purbachal Kalitala Road
KOLKATA – 700 078

PHOTOGRAPH of
the TENANT

PHOTOGRAPH of
TENANT'S
FAMILY
MEMBERS /
COMPANION IF
ANY

Subject: Application informing about giving flat on rent.

Dear Sir/Madam,

This is to inform you that I would be temporarily handing over flat, located at Tower & Flat No. _____ to Mr./Mrs. _____ with his/her family members _____ for a period of **11** months starting from _____ under **Leave & License** contract. This agreement is only for residential purposes.

TENANT Details:

NAME (Same as ID Proof)																					
S/W/D/ Of																					
DATE of BIRTH							GENDER	<input type="checkbox"/> MALE		<input type="checkbox"/> FEMALE											
OCCUPATION	State Govt <input type="checkbox"/> Central Govt <input type="checkbox"/> Service Sect <input type="checkbox"/> Education <input type="checkbox"/> Housewife <input type="checkbox"/> Retired <input type="checkbox"/> Businessman <input type="checkbox"/>																				
NATIONALITY							AADHAR														
Mobile No (1)											(2)										
Email-ID																					
ADDRESS																					
CITY/VILLAGE											DISTRICT										
STATE											PIN										

OFFICE/BUSINESS/COLLEGE Address:

Contact no. of the mediator: _____

DECLARATION OF THE FLAT OWNER

I have checked the profile of the tenants and his / her family members. Their activities will be periodically monitored by me during tenancy period. I shall be fully responsible for any obligations or issues that may arise during this period and necessary measures will be taken by me to resolve the same. The Association will not be held responsible under any circumstances.

I shall inform the association at least **three (3) days** before the tenant occupies or vacates the flat. It is mandatory to introduce the tenant to the Secretary or President or any office-bearer of the association before entering the flat.

I do ensure that my tenant will not enter his/her designated flat with his/her belongings after **7:00 PM** to avoid inconvenience to the neighbours.

I don't have any car parking space. However, if tenant has his/her 4-wheeler / 2-wheeler, he/she has to arrange parking at his/her own responsibility. The association will not take this liability in any way.

I would therefore request you to kindly grant my application and obliged.

Please Note: In the interval of every two years, Renewal of tenancy agreement between the association and the flat owner is mandatory if that flat gets rented for more than two consecutive years for the same tenant.

Enclosed: Self-attested copy of:

- 1/ Photo Identity & Address Proof of Tenant and Others
- 2/ Service / Business / Students' Identity Proof
- 3/ Permission from Local Police Station

(Signature of the Flat Owner)

FOR OFFICE USE ONLY:

Mr./Mrs./Ms. _____
is allowed as tenant w.e.f _____ / _____ / _____.

Signature of the Secretary / Authorized Person