

Self-Declaration for non-submission of rental agreement for Paying Guest facility / Hostel

TO WHOMSOEVER IT MAY CONCERN

NAME OF EMPLOYEE:

EMPLOYEE PERSONNEL NUMBER:

ENTITY NAME:

I, hereby declare that I pay a monthly amount of Rs(in words).....
towards accommodation (only), for the period _____ (DDMMYYYY) till
_____ (DDMMYYYY).

I hereby request Deloitte to grant the HRA exemption u/s 10 of the Income Tax Act for the months of Financial
Year _____ (DDMMYYYY) till _____ (DDMMYYYY) based on this declaration.

Name of owner Mr/Ms.....

Employee's Paying Guest facility/ Hostel Address: -.....
.....
.....

I also undertake to indemnify the company for any loss / liability that may arise in the event of the above
information being incorrect.

Place:

Date:

Signature of the Employee

Note:

Where the employee is unable to get a rental agreement from the owner of the PG/ Hostel and has a rent receipt with
the complete break up of services obtained, this declaration form may be used to claim HRA exemption for the
period April 1, 2020 till March 31, 2021. (However, if the charges towards accommodation exceed INR 9,999/- per
month the rental agreement is mandatory)