

Alexa CHSL

Document checklist for flat rent-out

Please note: This form will be accepted on Sunday only. Committee introduction meeting will happen between 4PM to 6PM only. Documents are non-negotiable.

Document Checklist for Owner

Owner name
Flat no

Particulars	Remarks
Flat Purchase Agreement copy (Full set)	
Possession letter*	
Parking allotment letter (If owner has taken parking) *	
Property Tax bill copy	
Electricity bill copy	
loan disbursement letter (if any)	
KYM: Attached	

Documents required from Tenant

Tenant Name

Particulars	Remarks
Owner must mandatorily be present at the time of introduction, with their original ID proof	
Maintenance should be clear till date *Amt*	
Property Tax should be cleared *Amt*	
Aadhar card of all tenants who will be staying at the premises.	
Pan card of the agreement lead.	
Passport size photographs of all tenants.	
Marriage certificate (as applicable)	
Local address proof	
Permanent address proof (Native Place)	
Office ID card and appointment letter.	
2 references with their Aadhar card, reflecting the address	
In case of broker, RERA certificate is mandatory.	
Tenant Email ID	
Tenant mobile number	
Tenant alternate mobile number	
If tenant has pets, their breed details.	
If tenant has pets, their vaccination certificate	
If has a 2-wheeler vehicle that will be parked within NGC premises, need RC book copy. (only 1 bike allowed).	
If has a 4-wheeler vehicle that will be parked within NGC premises, need RC book copy. 4-wheeler parking will be allowed only if tenant has rented the parking space. Sub-tenancy on 4-wheeler parking is strictly not allowed.	

Below documents will be needed at the time of move-in to issue the tenant gate pass.

1. Approved committee introduction meeting form.
2. Undertaking-cum-indemnity on 100/- stamp paper from the owner. original is compulsory, signed by owner and 2 witness with their names.
3. Leave & License photo copy. No drafts, only registered copies. Leave & License must be dated post the committee introduction approval date.
4. Original copy of tenant's police verification from Kashigaon police station.
5. Move and move-out non-refundable charges of 2360/- (IN) – out 2360/-.
6. Move-in and Move-out must only be done Monday to Saturday between 10:00 AM to 04:00 PM. Post 04:00 PM, move-in vans and vehicles will not be allowed to enter the premises.
7. Move-in and Move-out will not be allowed on Sundays and public holidays.