

# Alexa CHSL

## Document checklist for flat rent-out

Please bring this form during Committee introduction meeting which happens at 4 PM every Sunday.

### Document Checklist for Owner

Owner name

Flat no

Particulars	Remarks
Possession letter (Copy of First Page)	
Aadhar Card	

### Documents required from Tenant

Tenant Name

Particulars	Remarks
Owner must mandatorily be present at the time of introduction, with their original ID proof	
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 alternates mobile number	
If tenant has pets, their breed details.	
If tenant has pets, their vaccination certificate	

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

1. Receipt of non refundable shifting charges of INR 4720 /- which covers move-in and move-out charges.
2. Undertaking-cum-indemnity 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-in and Move-out must only be done Monday to Saturday between 10:00 AM to 05:00 PM. Post 05:00 PM, move-in vans and vehicles will not be allowed to enter the premises.
6. Move-in and Move-out will not be allowed on Sundays and public holidays.