Alexa CHSL tenant introduction form

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| --- | --- | --- |
| **Sr. No.** | **Question** | **Response** |
| 1 | Owner full name |  |
| 2 | Owner contact number |  |
| 3 | Owner email ID |  |
| 4 | Owner flat no to be rented |  |
| 5 | Owner parking number to be rented |  |
| 6 | Tenant full name |  |
| 7 | Tenant correspondence address |  |
| 8 | Tenant permanent address |  |
| 9 | Tenant contact number |  |
| 10 | Tenant email ID |  |
| 11 | Tenant employer company name |  |
| 12 | Tenant employee company location |  |
| 13 | Tenant reporting manager full name |  |

* **Please list the details of all individuals who are renting out the property, and must have access rights to the premises.**
* **Kindly attach passport-size photo along with the aadhar card copy of all tenants.**

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| --- | --- |
| **Question** | **Response** |
| Name |  |
| Aadhar card number |  |
| Age |  |
|  |  |
| Name |  |
| Aadhar card number |  |
| Age |  |
|  |  |
| Name |  |
| Aadhar card number |  |
| Age |  |
|  |  |
| Name |  |
| Aadhar card number |  |
| Age |  |
|  |  |
| Name |  |
| Aadhar card number |  |
| Age |  |
|  |  |

|  |  |
| --- | --- |
| Name |  |
| Aadhar card number |  |
| Age |  |

* **Please share name and phone number of individuals that we can reach out to in case of emergencies such as, but not limited to, fire, flood, missing lock, etc.**
* **Do not list details of people who will be living on this property.**
* **These individuals may have access under very limited circumstances (affidavit of death, incarceration, permanently missing, or permanently incapacitated)**

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| **Name 1** |  |
| **Mobile number 1** |  |
| **Name 2** |  |
| **Mobile number 2** |  |
| **Name 3** |  |
| **Mobile number 3** |  |

* **Please share details of vehicle/s that will be parked within NGC premises.**

|  |  |
| --- | --- |
| **4-wheeler number, if any (1)** |  |
| **4-wheeler number, if any (2)** |  |
| **2-wheeler number, if any (1)** |  |
| **2-wheeler number, if any (2)** |  |

* **Please share property dealer’s details (if applicable).**
* **Rera and MBMC license copy to be attached with the document, along with sign and stamp.**

|  |  |
| --- | --- |
| Property dealer’s name |  |
| Property dealer’s mobile number |  |
| Property dealer’s Rera Reg. number |  |
| MBMC license details |  |

* **Please submit the below listed KYC documents, along with this form.**

1. KYC documents from tenants
   1. All tenants self-attested Aadhar card (Mandatory for identity and address proof).
   2. All tenants self-attested PAN Card (Mandatory for financial and legal verification).
   3. All tenants self-attested Permanent Address Proof (Electricity bill copy or Passport copy).
   4. All tenants self-attested Residence history / proof of last 15 years (rental agreement copies).
   5. All tenants recent passport-sized photographs of all residing individuals.
   6. All tenants self-attested marriage certificate/s.
   7. All tenants, for salaried individuals: Last 3 months salary slips (white-out the salary amount), and company ID card.
   8. All tenants, for self-employed individuals: GST registration certificate.
   9. All tenants, Employer reference letter.
   10. Letter of recommendation from immediate previous owner.
   11. Applicable 2-wheeler and 4-wheeler RC book.
2. Documents from Broker and Tenant
   1. Owner/s self-attested Aadhar card (Mandatory for identity proof).
   2. In case of a Power of Attorney, copy of the power of attorney.
   3. In case of a Power of Attorney, self-attested Aadhar card (Mandatory for identity proof).
   4. Broker’s company name.
   5. Broker individual’s name and phone number.
   6. Broker individual’s manager name and phone number.
   7. Broker individual’s owner name and phone number.
   8. Broker company’s RERA and MBMC license copy, along with sign and stamp.
   9. Attached undertaking executed on a 500/- stamp paper.

**Tenant’s signature Owner’s signature**