
STANDARD OPERATING PROCEDURE FOR RENTING OF FLATS

1. Application Forms for Registration by Tenants are available in the Society Office. The Forms may be downloaded from the Society website also.
2. Application Forms completed in all respect are to be submitted in original duly signed by the DU/Flat Owner and the prospective tenant.
3. In case of authorization, to protect the interest of the owner, the Society will match the signature of the owner with the specimen signature of the owner in the bio-data sheet held by the Society Office. Therefore, it is in the interest the owner to forward the Bio-data sheet to the Society, if not already done so. Format of the Bio-data sheet is available in the website of the Society.
4. Photo copies of the following document are to be submitted along with the Application form as applicable:-
 - (a) ID proof of the tenant. (Copy of Aadhaar Card/ Voter ID card/ Passport etc.)
 - (b) Photographs of the tenant and the dependents declared in the application form separately.
 - (c) Permanent address proof.
 - (d) Proof of employment. (Copy of Appointment order/ Certificate from Company on their letter head accompanied by last pay slip. Original to be shown at the time of interview).
 - (e) Signed copy of NOC from previous owner, in case of internal shifting.
 - (f) Photo copy of Lease Deed. (Original to be shown during interview).
 - (g) RC Book of the vehicles.
5. Our Colony is group specific residential colony and to maintain its identity it is preferable that the following persons may not be considered for tenancy
 - (a) Local residents especially who are not exposed to community living, as far as possible.
 - (b) Petty vendors, scrap dealers
 - (c) Self employed
 - (d) Bachelor OR students
 - (e) Persons desirous of setting up guest house or to carry out any commercial activity inside.
 - (f) Persons convicted earlier.
 - (g) Persons without PAN card.
 - (h) Persons without regular income. Last ITCC be submitted.
 - (J) Persons holding more than one four wheeler (To avoid parking problem in the Society).
 - (k) Persons with large family not exceeding 6 members including parents.

(1) Persons having pets.

However, the suitability will be decided on case to case basis. The Society reserves the right to reject any application.

6. Owners/Authorized representatives are responsible to ensure that the tenants meet all the guidelines issued by the Management from time to time and also to ensure that the Society Rules and Bye-Laws are read and understood by the tenants before appending their signature on the application form / submitting the application form. They shall be responsible for good conduct of the tenant for the lease period.

7. The Owner/ Authorised Reps will be required to certify the completeness of the application along with the documents before submission to the Society office. In case of any statement or document submitted is found incorrect; the Owner and Authorised Rep. shall be responsible for termination of lease-deed and tenant's eviction, if needed.

8. One month mutual notice to/by owner/tenant (in writing) for vacating the flat, with a copy to society, shall be given to enable the tenant make alternate arrangements.

9. Owner/authorized rep. And their family members are not eligible to sign as independent witnesses. Any two other permanent resident members are eligible to witness the application.

10. Owners/ Authorised Reps/ Tenants are to ensure that in case of continued occupancy beyond lease period, the lease deed is extended in time, else it shall be treated as a illegal occupancy and a penalty of Rs 15/- per day (or as revised by Society) of un- authorised occupation period, shall be charged to the tenant, till a fresh lease deed is given to the society.

11. Internal shifting will be permitted only in exceptional/ unavoidable cases. In case of internal shifting, NOC from the previous flat owner is mandatory. The NOC should be signed by the flat owner. Unsigned NOC/ NOC sent by Email will not be acceptable.

12. All dues including maintenance and water charges are to be paid before submission of the application and signature of the Treasurer are to be obtained in the Application Form.

13. Only one each of four and two wheeler is permitted. The owner/authorized rep. should not submit such applications, if more vehicles are held by the prospective tenants.

14. The Association Office functions from 9:30 AM to 5:30 PM on all days except Mondays and declared holidays.
