

Orchid Suburbia CHS Ltd. Tenant Application Form

LEAVE & LICENSE OF FLAT

1. The member needs to fill in the FORM mentioning the details of tenant, tenant's family, with all members' photographs, Aadhar card, Pancard photocopies in the pre-printed Form available at the society office.
2. An interview would be scheduled as per the availability of the committee member. All the proposed tenants as well as the owner member of the Flat need to attend the interview, in case the owner is residing outstation, he can be represented by a POA holder of this regard.
3. The tenant will have to pay Rs.10,000+ GST as move in/out charges before issuance of NOC from the society. Material movement timings are 1 to 5 PM only.
4. Club house charges will have to be paid EXTRA by the tenant if he wishes to use Club house (Gym, Swimming pool) of the society. Usage is restricted to 4 persons per flat. Current Charges Rs.15,000+GST per annum.
5. The Tenant will be bound to park the vehicle /s in the allotted car parking of the Flat he has received and nowhere else and his vehicle will be liable for clamping and subsequent fine if found otherwise.
6. The owner will need to submit the registered L/L document with police verification/intimation to the society office within seven days of the date of agreement.
7. For vacating the flat on completion /termination of the agreement, a NOC/Permission needs to be obtained from the office. Tenant should intimate the society at least three days in advance.
8. The Managing committee has authorized the following committee members for conducting interview of tenants:
 - A) Mr. Shyam Gholap (Chairman)
 - B) Mr. Ashish Parab (Secretary)
 - C) Ms. Geeta Merai (MC Member)

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From – Name of the Flat Owner	
Wing	
Flat No	
Mobile No	

Dated: _____

To:

The Chairman/Secretary
Orchid Suburbia CHS Ltd
Off. Dhanukar Wadi Signal
Kandivali (w), Mumbai 400067

Re: Application for sub-letting my/our Flat no. _____ Wing _____

Sub; **Request for N.O.C.**

Dear Sirs,

I/We, am/are the Individual owner/ Joint owners of Flat no. _____ Wing _____ of Orchid Suburbia CHS Ltd. I/We would like to inform you that I/We are renting out my/our flat to:

Name(s):	
Presently residing at	
Mobile No of the tenant	
For a Period of	Months / Year(s)
With Effect from	
Effective till	

I/We will abide by all the rules of the society, a copy of the rental agreement will be submitted in your office immediately after the registration.

Please find details of payment made via Cheque/Neft/IMPS for loading / unloading charges.

Details of Transaction	
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Kindly issue me/us a N.O.C. for letting the tenants shift to their premises.

Thanking you.

Yours faithfully,

(SIGNATURE OF OWNER/S)

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TENANT FORM

Name		
Previous 2 Address		
Permanent Address		
Two Reference with Address	1. 2.	
Mobile Number	1. 2.	
Vehicle No – 4 Wheeler		
Vehicle No -2 Wheeler		
Office Address & Contact No		
Aadhar Card No		
Family Members	Names	Relationship
Name of The Broker & Address		
Mobile No Of the Broker		
RERA No of the Broker		

Signature of the Tenants