

**KENDRIYA VIHAR RESIDENTS WELFARE ASSOCIATION
, BHUBANESWAR-752054**

PERFORMA FOR FLAT ON RENT

(TO BE FILLED BY FLAT OWNER & HIS TENANT (FAMILY HOLDER) BEFORE RENTING/TAKING OVER THE FLAT)

Block No.	Flat No.	Recent passport size photograph of Flat owner to be pasted here.	
Name of Flat Owner/Beneficiary:			
Present Address of Flat Owner	Permanent Address of Flat Owner		
Mobile No. of Flat Owner	e-mail address of Flat Owner		
Name of the Tenant			
Present Occupation of the Tenant:	Recent passport size photograph of Tenant to be pasted here.		
Permanent Address of the Tenant with proof of Occupation (photocopy of document is to be enclosed which should be countersigned by Flat Owner on it)			
Mobile No. of Tenant	e-mail address of Tenant		
Rent / Lease Agreement (On Non-Judicial Stamp Paper) No. & Date (Copy of rent/lease agreement is to be enclosed). If not furnishing, kindly fill-up the 'undertaking' attached.			
No. of Persons staying with the Tenant in the Flat(Individual form is to filled up by each tenant/member staying in the flat)			
Details of Vehicle/s possessed by the Tenant (copy of registration & Insurance certificate of two/Four wheelers is to be submitted)			
Type of Vehicle (1 st)	Regd. No.	Type of Vehicle (2 nd if any)	Regd. No.
Name & details of the person (copy of identity proof to be submitted) who has arranged the Tenant/s on behalf of Flat Owner.			
Signature of the above person (Referrer) with place & date			

This is to certify that the above stated information is correct. Further, we (Flat Owner & Tenant) undertake that we will strictly abide by the Rules and Regulation as framed by the KVRWA from time to time & maintain discipline inside the campus of KENDRIYA VIHAR, BHUBANESWAR. In case any thing found irregular as per the Law of our Country/rules & regulation of the KVRWA, BBSR which is being committed by us (me and by my tenant staying in my flat inside the KendriyaVihar Campus, Bhubaneswar) then we both will be held responsible & any decision in this regard by the KendriyaVihar Residents Welfare Association shall be final & binding on both of us (Flat Owner & the Tenant).

Dated Signature of the Flat Owner/Beneficiary:	Dated Signature of the Tenant:	Dated Signature of the KVRWA officials

NOTE:

1. A person will be entitled as Tenant, once this form is duly filled up, signed and deposited at the Gate. On the basis of this, he/she will be allowed inside the campus. In addition, Flat Owners are requested to fill up the pro-forma by Commissionerate of Police, Bhubaneswar and submit in the Local Police Station.
2. Tenant having family need not fill up individual form. He / She is to fill up Annexure on back side of this form.
3. While Tenant is vacating the Flat, a vacation report duly signed by Flat Owner or his representative is to be submitted at Gate. On the basis of Vacation report, he/she will be allowed to leave KVRWA campus, Bhubaneswar.
4. Flat Owner may paste only ONE photo in any of the forms where Tenants living in his flat are more than one.

Details of Family Members staying with the Tenant)			
Sl. No.	Name of the family members with Date of Birth)	Relation with Tenant	Recent passport size photograph of the relative of Tenant to be pasted below (OPTIONAL)

Certified that above family members/s of mine is/are staying with me in Flat
No.....Block:.....

Dated Signature of the Tenant