

Application To Let Off Premises

To,
The President,
Kendriya Vihar II Apartment Owners' Association,
Kendriya Vihar Phase – II
169 Badra North, Shaktigarh,
Birati, Kolkata – 700051

Sub: Application to let out property in Kendriya Vihar 2 Kolkata

Dear Sir,

I declare to have no pending dues towards the society and want to let out my property as listed below to my tenant (RTI as attached) and therefore requesting for a No Objection Certificate (NOC) from the association. Please provide me with the NOC so that I can execute the agreement as per relevant law of land. I hereby declare that I have handed over a copy of the bye laws of Kendriya Vihar Phase – II, Kolkata to my tenant and he has agreed to abide by the same. I would be responsible and accountable for the conduct of my tenant and would take required action as and when informed by AOA as necessary. I would also be responsible for all payments to society as and when decided by the AOA.

I would also request you to provide gate pass to my tenant for inward movement of his goods. Thanking you.

Yours faithfully

Dated : _____

Signature of Owner

Name : _____

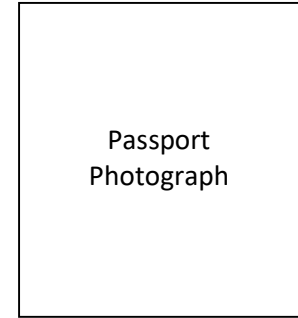
Block No. : _____ Flat No. : _____ Parking No. (If any) : _____

Permanent Address : _____

Contact No : _____ E-mail ID : _____

Residential Tenants Information

- 1) Category (New/Old) : _____
- 2) Name : _____
- 3) Age : _____
- 4) Gender (M/F/O) : _____
- 5) Father/Guardian Name : _____
- 6) Contact No : _____
- 7) ID Type (Photocopy to be attached) : _____
- 8) ID No : _____
- 9) Family members with Age and Relation – Photocopy of Marriage Certificate (if applicable) :



| Sl. | Name | Age | Relation |
|-----|------|-----|----------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

- 10) Occupation : _____
- 11) Office Name : _____
- 12) Office/Institution Address : _____
- 13) Office/Institution Phone No : _____
- 14) Permanent Address : _____
- 15) Date of Occupation : _____
- 16) Expected period of Stay : _____
- 17) Agreement execution date (Photocopy to be attached) : _____
- 18) Informed Local Police Station (PS: Dumdum), Acknowledgement copy to be attached (Y/N) : _____

Declaration:

I hereby declare that the information furnished above is correct to the best of my knowledge and belief. I have advised my tenant to abide by the Kendriya Vihar II Apartment Owners' Association bye laws. I also agree to submit photocopy of the agreement and PVR initiation acknowledgement upon agreement execution and Police Verification Report within 3 months subsequently.

Signature of Owner : _____ Date : _____

Name : _____

Contact No : _____ 1) E-mail ID : _____

Tenant Declaration

I hereby declare that I have received a copy of the bye laws of Kendriya Vihar 2, Kolkata from the owner of my premises and hereby agree to abide by the same. I also agree to abide by all rules and regulations that will be implemented by the society as and when necessary. I am also authorizing the society to share my details with appropriate authority in case of any enquiry from such authority.

Date : _____

Signature of Tenant

1) Name : _____

2) Age : _____

3) Gender (M/F/O) : _____

4) Address in KV2K :

Flat No : _____

Block No : _____

Parking (If any) No : _____

Kendriya Vihar Phase –II, 169 Badra North, Shaktigarh, Birati, Kolkata-700051

5) Permanent Address : _____

6) Contact No : _____

7) E-mail ID : _____

Provisional No Objection Certificate (NOC)

We have verified AOA records and found that there are pending dues/no pending dues against Mr./Ms. _____, owner of Block# _____, Flat# _____, Parking# _____ as on date _____. It is also found that he/she has submitted following documents as per the let off policy laid down by Kendriya Vihar II Apartment Owners' Association.

List of Documents Required:

| Documents | Received | Pending |
|---|----------|---------|
| Let Off Application Form | | |
| Residential Tenant Information | | |
| Tenant's Declaration | | |
| Photocopy of Tenant's Photo Id Proof | | |
| Photocopy of tenant's immediate relative's Photo Id Proof | | |
| Photocopy of tenant's/relative's Marriage Certificate (if applicable) | | |
| Police Verification Form Submission Receipt | | |
| Photocopy of Rent Agreement | | |

Final/Provisional NOC valid till _____ is issued, based on the cleared/pending payment status and above list of submitted and/or pending documents, to allow Mr./Ms. _____ to let off his/her apartment situated in Kendriya Vihar – Phase II, Kolkata campus and his tenant to occupy his/her flat. His/Her tenant namely Mr./Ms. _____ with ID. Type _____ and ID No. _____ and his/her relatives be further allowed to enter & exit KV2K complex without signing visitor register till validity of this NOC. He is also being directed to submit the pending documents as listed above and/or payments within the validity period of this certificate and collect final NOC.

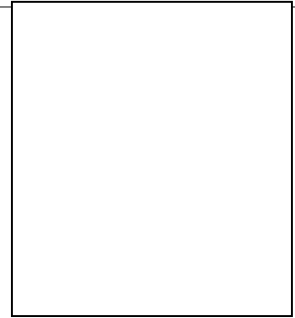
Dated: _____

[Secretary/President]
[KVIAAOA]

**** This NOC is valid for the lease agreement period only. In case of provisional NOC, it is valid for a period mentioned above by which any pending payment/document as mentioned above must be submitted to AOA office and fresh NOC would be provided. Failure to adhere to this directive will result in stopping of all maintenance service and the tenant and tenant's relatives would require signing visitor register each time they enter/exit the KV2K premises.**

Gate Pass (Entry Only)

To,
The Security in Charge,
Retired Soldier Service,
Kendriya Vihar II Kolkata Premises



Sub: Gate Pass to enter KV2K Premises with household goods

It is to bring to your kind notice that Block# _____, Flat# _____ and Parking Space# _____ is being rented out to Mr./Ms. _____ from _____ onwards for a period of _____ months and duly notified to AOA.

His/Her photo id type is _____ with ID No. _____. His / Her photo is attached herewith for your identification. Please allow him/her to enter KV2K premises with his/her goods.

Dated : _____

[Secretary/President]
[KVIAAOA]

**** This gate pass must be handed over to the security in charge while entering KV2K premises and will be retained as an official record.**

House Keeping Service Form

To,
The Supervisor,
Kendriya Vihar Phase – II, Kolkata

Sub: Starting of Housekeeping Service

It is to bring to your notice that Block# _____, Flat# _____ and Parking Space# _____ is being rented out to Mr./Ms. _____ from _____ onwards for a period of _____ months and duly notified to AOA.

You are therefore requested to start the housekeeping/provisional housekeeping service from the date of his/her movement into KV2K complex for next _____ days / months.

Dated : _____

[Secretary / President]
[KVIAAOA]

RESIDENTIAL TENANTS PROFILE FORM

To,
The Officer-in-Charge,
Dumdum Police Station.
39, Mandir Rd, Gora Bazar, Sector 1, Dum Dum,
Kolkata - 700028

Owner Details

1. Name : _____
2. Age : _____
3. Gender (M/F/O) : ____
4. Address : _____

5. Police Station : _____
6. Occupation : _____
7. Contact No : _____
8. ID Proof : _____ ID No. : _____

The following is the profile of my residential tenants:

Tenant Details

1. Category (Old/New) : _____
2. Name : _____
3. Age : _____
4. Gender (M/F/O) : ____
5. Father/Guardian Name : _____
6. Contact No : _____
7. ID Type : _____ ID No : _____
8. Name of all Residents with Age and Relation: _____

9. Occupation : _____
10. Office/Institution Name : _____
11. Office/Institution Address : _____
12. Office/Institution Phone No : _____
13. Permanent Address : _____

14. Previous Residential Address : _____

15. Address of Rented Premises : _____

16. Name of the PS of rented Premises : _____
17. Expected period of Stay : _____
18. Accommodation Period : _____
19. Reference (1) Name : _____
20. Address & Phone No : _____

21. Reference (2) Name : _____
22. Address & Phone No : _____

23. Date of Occupation : _____

Affix
Tenant's
Photograph
here

(Signature of House Owner)