

## SOP OF TENANCY IN SANDEEP VIHAR

1. Flat owners need to take permission of the management before renting out their Flats, vide para 44 (ii) of the Society Bye Laws. The procedure for entry of new tenants into the Society is enumerated below.

### Interview of Prospective Tenant

2. Prior to initiation of any documentation, the prospective tenant will be interviewed by the management in order to ensure that the tenant understands the rules and regulations of the Society and is not likely to create problems at a future date for the outstation owner. In case of any doubts about suitability, the management is empowered to deny permission to the prospective tenant.

3. The advance personal interview may be dispensed with in the case of Armed Forces Officers coming from out station, provided they agree to the conditions in the Agreement Form and Undertaking.

### Documentation

4. Flat owners and prospective tenants will thereafter be required to fill in the Tenant Record Form. In case the Flat Owner cannot be personally present, he may forward consent for letting out the Flat by Email to the Society at the official email address of sandeepvihar79@ gmail.com from his email address as recorded in the Society records. WhatsApp messages or other communications are not acceptable since they are not recordable.

5. The prospective tenant will be required to get police verification done, unless exempted by the management.

6. The prospective tenant will be required to deposit an amount of Rs 7,000/- (nonrefundable) towards the following:-

- |     |                                |            |
|-----|--------------------------------|------------|
| (a) | Building Development Charges - | Rs 3,000/- |
| (b) | Lift Charges -                 | Rs 3,000/- |
| (c) | Documentation -                | Rs 1,000/- |



A handwritten signature in blue ink, appearing to be "V. K. Singh", written over a horizontal line.

7. Once these formalities have been completed, the General Secretary will check the complete documentation and issue a Gate pass for entry of the luggage vehicle into the Society.

#### Shifting of Luggage

8. The tenant will be responsible to ensure that no damage is caused to Lifts / passages while shifting stores and will be liable for any charges which the Society incurs to repair the same.

9. A Security Guard will be detailed to be present during the shifting who will also ensure that a metal sheet (kept at the Gate) is placed to prevent damage to the floor of the Lift and overall monitor the shifting of the luggage. For this purpose, the tenant will give an amount of Rs 200/- to the Security Guard.

#### Role of Property Dealers

10. Selected Property Dealers have been authorized to operate within the Society. They will be required to deposit an amount of Rs 1,500/- per tenancy agreement into the Society Fund. This amount will not be passed onto the Tenant.


#### Shifting Within the Society

11. Shifting of Flat within the Society will be deemed to be a new tenancy and the above procedure will be followed, except for the requirement of Police Verification.

#### Leaving the Society

12. Anyone leaving the Society will require a Gate Pass before the vehicle is permitted to enter / leave the Society. This will be issued only after the Flat owner confirms that all dues have been cleared and the RFID Tag(s) / Stickers have been deposited back in the office.

Date :- 26 March 2018

  
(Col R S Rathee (Retd))  
President

**ARMY WELFARE AND MAINTENANCE SOCIETY (SANDEEP VIHAR)**  
**GHS - 79, SECTOR - 20, PANCHKULA**

**GATE PASS - IN**

1. Details of flat owner ;

- (a) Name
- (b) Mobile phone No
- (c) Email
- (d) Flat No
- (e) Block No
- (f) Car garage No
- (g) Scooter garage No :

3. Details of tenant ;

- (a) Name
- (b) Mobile phone No

**Checklist**

4. Payment of society charges \_\_\_\_\_ to \_\_\_\_\_ : Rs \_\_\_\_\_

6. Lift extra usage charges (One time). Rs \_\_\_\_\_

7. Documents Submitted

- (a) Photo of all family members - Yes / No
- (b) Copy of Adhaar Card of Tenant- Yes / No
- (c) Copy of Lease Agreement - Yes / No
- (d) Copy Car RC / RCs - Yes / No
- (e) Copy MC/Scooter RC / RCs - Yes / No
- (f) Copy of Pet Registration - Yes / No

8. Police verification carried out - Yes / No  
and attached

Date:



General Secretary





5. Names of family members with age & relationship going to stay in the flat (Attach aadhaar card copy) :-

( a )

( b )

( c )

( d )

( e )

( f )

6. Details of vehicles (RC of vehicles be attached);

(a) Car 1

(i) Model. \_\_\_\_\_

(ii) Regd No \_\_\_\_\_

(iii) Colour \_\_\_\_\_

(b) Car 2

(i) Model. \_\_\_\_\_

(ii) Regd No \_\_\_\_\_

(iii) Colour \_\_\_\_\_

(c) Motorcycles/Scooters

(i) Model. \_\_\_\_\_

(ii) Regd No \_\_\_\_\_

(iii) Colour \_\_\_\_\_

(Tenant having more than one car, will apply for additional car parking, if available. More than two cars are not permitted)

7 Name & address of servant if any (Attach aadhaar card copy, identity proof and two colour photos) ;



8. Attach the following documents ;
- (a) Copy of lease agreement.
  - (b) Copy of RC of Vehicles
  - (c) Two photos of every family member (any addition/reduction will be intimated).
  - (d) Copy of police verification report.
  - (e) Clearance from last owner if shifting within the Society.
9. Details of pet animal ;
- (a) Type of Pet. \_\_\_\_\_
  - (b) Registration Of Municipal Committee, Panchkula \_\_\_\_\_
10. Details of private weapon held (Attached copy of Weapon License).
11. I have no objection regarding Society Management getting police verification done about antecedents of my family members .
12. I understand that personal passes/vehicle stickers will be issued for vehicles that are in the name(s) of my family members only subject to availability of parking space. In no case more than two vehicles will be permitted within the Society.
13. I and my family members (on behalf of children also) will ensure :-
- (a) Not to litter in the society complex.
  - (b) No writing of any graffiti/sticking of bills on walls/lifts or any other property of the society.
  - (c) No plucking of flowers/damaging garden & plants.
  - (d) Restrict music playing inside the house to permissible decibels only.
  - (e) Premises will not be used for any commercial activity.
  - (f) Not to encourage children playing in stilts areas to avoid damage to vehicles.
  - (g) To get pets vaccinated regularly (submit copy of same in the society office) and ensure cleaning if animal defecates inside society premises and to walk the dog on a leash.
  - (h) To take social and moral responsibility for being cordial in the society.
  - (i) The society charges will be paid for the period from Apr to Sep and Oct to Mar as per the dates fixed.



- (j) In case I do not pay the society charges as per the given time, I will be liable for action as per all laws/acts/rules as applicable.
- (k) Parking of the vehicles for which permission has been accorded within the allotted parking space for my Flat and additional paid parking, if any.
- (l) In case any more vehicle is acquired after joining the Society, it will be parked outside the Society premises.

14. In default on any of the above points, and, the points contained in attached undertaking, I agree to pay all fines/penalties as imposed by the Society management.

Flat owner's name, signature  
and date

Tenant's name, signature  
and date

Block IC

General Secretary

President





### UNDERTAKING BY TENANT

Name :

Son of :

Flat No & Block:

Profession/Employee's Office Address:

Identity proof (Aadhaar Card/voter card):

1. I, hereby apply for permission of the Sandeep Vihar (AWHO) Welfare Maint Society, GHS-79 to occupy above mentioned flat. I understand that, the present tenancy in the above flat has been sanctioned to me subject to Bye-Laws of the Society, which I and my family members residing with me shall abide by, in letter and spirit. I hereby agree to the following terms and conditions:-

- (a) I am entitled to use the flat as residence of family members listed in my application.
- (b) I shall not employ any servant/maid/help, who is not verified by the local police. Permission will be obtained from the General Secretary before employing a servant.
- (c) There is no provision for servants/maids to stay in the society complex.
- (d) Society charges against the flat have been paid for the period from \_\_\_\_\_ to \_\_\_\_\_.
- (e) Flat will not be sublet to any other person (s). It shall not be used as a Guest House. Only members of my family as per the list submitted will stay here.
- (f) No commercial activity is permitted from flats occupied by the residents with in the society, including running of coaching classes..
- (g) I shall pay monthly society maintenance charges as decided by the management (on six monthly basis) in advance i.e. for Apr to Sep by 20 Apr and for Oct to Mar by 20 Oct each year, as well as any admissible fine for delayed payment.
- (h) I shall ensure that my personal vehicles have valid RFID entry tag issued by the society and also that my vehicles are parked within the parking space of my Flat and any additional paid parking (If allotted). No additional vehicles will be parked within the Society.
- (i) I will that my ensure guests park their vehicles in the guest parking only and will also be responsible for their behavior and any damages caused by the them to property of the Society..





- (j) I understand that RFID tag is not transferrable. In case these are transferred by me then they will be cancelled without any refund.
- (k) I understand that the Parking Space and central areas are not to be used for storage and agree to pay any fine imposed for contravention.
- (l) I shall cooperate and carry out repairs of the flats if it affects the quality of living to the flat above or below my flat.
- (m) I shall intimate to the security staff any suspicious activity or movement of goods in and around my house.
- (n) I shall take necessary entry passes for my maid/servant/driver etc and ensure their timely renewal.
- (o) I shall ensure timely payment of electricity bills of my flat.

2. I do hereby promise to obey and cooperate as per the above mentioned terms and conditions in letter & spirit, failing which, I may be served with notice for vacation of flat.

Date :

Name and signature of tenant

The management welcomes you and your family to the society. We wish you a very happy and comfortable stay.

**COUNTERSIGNED**

Date :

General Secretary

