

Model Tenant Policy Draft

1. Purpose This Tenant Policy outlines the rights, responsibilities, and expectations of tenants residing in the property managed by GAUR ATULYAM. It ensures a respectful, safe, and enjoyable living environment for all tenants while maintaining the property's condition and value.

2. Lease Agreement All tenants must sign a formal lease agreement before occupying the premises. The lease will specify the duration of tenancy, rent amount, due date, deposit requirements, and any other applicable terms and conditions.

3. Property Use and Conduct

The property is for residential use only. Running a business or using the premises for any non-residential activity without prior consent is prohibited.

Tenants are expected to maintain reasonable noise levels and respect the privacy of neighbours. Quiet hours are from [Time] to [Time].

Tenants must not engage in illegal activities on the property.

Pets are [allowed/not allowed]. If allowed, tenants must adhere to the pet policy, including [pet fees, breed restrictions, etc.].

4. Subletting

Subletting or assigning the rental unit to another party is strictly prohibited without the prior written consent of the landlord.

5. Alterations and Modifications

Tenants must not make any alterations or modifications to the rental property without prior written permission. This includes painting, installing fixtures, or making structural changes.

6. Termination of Lease

Termination of lease by the AOA, in the following cases:

- a. In case of any violation of rules prescribed by the AOA,
- b. Misconduct by the tenant,
- c. No cooperation while repairing in the other flats

7. Communication

Any communication with the AOA or by the AOA is only done through mails by the owner of the flat or by the tenant of the flat

8. Compliance with Laws

Tenants are expected to comply with all applicable local, state, and federal laws, including health and safety regulations.

9. Process of letting out the flat

The following steps are followed:

- a. Submission of documents, **
- b. Verification of documents by the facility management agency,
- c. Confirmation mail by the owner as NOC for letting out to the applicant,
- d. Date of interview with all family members on a well communicated date,
- e. Formation of interview panel with at least two AOA members, maintenance manager and security head of the society.
- f. Declaration of decision taken by the panel.

**DOCUMENTS REQUIRED:

- a. Aadhar (all family members)
- b. PAN (main member of the family)
- c. Photograph of all members of the family
- d. Rent agreement (duly signed by the owner of the flat and applicant with two witnesses)
- e. Aadhar of both witnesses
- f. Police verification
- g. Undertaking or declaration duly signed by the owner of the flat and the applicant (on Rs 100 stamp paper, notified)
- h. Broker details and fee submission details
- i. Aadhar and PAN of the owner of the flat
- j. Pet information, if any
- k. IN CASE OF BATCHELOR, DECLARATION REGARDING GOOD BEHAVIOUR DULY SIGNED BY HIS OR HER PARENTS.

10. Rules regarding exit the society

- a. NOC taken from the maintenance manager has paid all dues till the last day of leaving,
- b. Prior mail to allow tenant to leave the society by the owner of the flat,
- c. Submission of all cards and Stricker in the maintenance office,
- d. Physical verification report regarding the fitness of the flats duly signed by the owner of the flat or by authorised person assigned by the owner,
- e. Loading of belongings between 9am to 5pm only.

11. Facilities including

Only repair and maintenance facilities of the flat (as per the rules) but only in case of positive account balance.

NOTE: NO MEMBERSHIP OF CLUB, GYM AND SWIMMING POOL.

Acknowledgment: I, [Tenant's Name], have read and understood the Tenant Policy provided by [Landlord/Property Manager]. I agree to abide by the rules and regulations outlined in this policy.

Tenant Signature: _____

Date: _____

Landlord/Manager Signature: _____

Date: _____