

# PRATEEK – LAUREL

Form No. 1

S. No.....  
Dt:.....

(To be filled by the flat owner)

To

Estate Manager  
Prateek-Laurel  
GH-001, Sector-120  
Noida

Sir / madam,

This is to inform you that I have allowed my flat no. \_\_\_\_\_ at "Prateek – Laurel", to be occupied by Mr./ Mrs. \_\_\_\_\_ and his / her family from \_\_\_\_\_ as tenant / personal acquaintance (appropriated option to be ticked)

I hereby also declared that

- I have informed the occupier Mr. / Mrs. \_\_\_\_\_ and his / her family members to follow the rules, regulations and conditions as stipulated by the company in regard to the "Prateek – Laurel" Complex falling which I shall assume all responsibility.
- I shall be responsible for any kind of damage/ destruction caused to the common structure and facilities of the society, by the occupants during the period of their stay (including moving in/ out time)
- The occupant should be responsible for all the payments and dues applicable to my flat. In the event of the occupier falling to do so. I shall be responsible for all dues applicable for my flats.
- The occupier Mr./Mrs. \_\_\_\_\_ be permitted to use car parking(s) \_\_\_\_\_ and whose parking slot no. \_\_\_\_\_ allotted to me as per the agreement with the builder. **The vehicle registration is \_\_\_\_\_.**
- I shall inform the company in writing whenever the occupants leave the society.
- In case of the occupier being a tenant, the additional clauses stipulated by the association in the template have been included in the lease agreement of the above flat.
- All the correspondence/ circular from the company shall be handed over to the occupant and it will be his responsibility to communicate any relevant communication to me.
- I shall not use any common facility (Swimming Pool, Gym etc.) without the written consent of the company, once another family occupies my flat.
- I consent and undertake that in case the flat is rented out by me, it shall be my sole responsibility to inform the concerned police station of such renting out and shall also obtain a NOC from the maintenance office.

Yours truly

(Signature of Flat Owner)

Name.....  
Address.....  
.....  
.....

Contact No.:.....

# PRATEEK – LAUREL

Form no-2

Dt.....

(To be filled by the tenant's flat occupier)

To

Estate Manager  
Prateek-Laurel  
GH-001, Sector-129  
Noida

Sir/ Madam,

Paste photograph  
of tenant and self  
attest (max. 3  
months old)

This is to inform you that I will be occupying the flat no. \_\_\_\_\_ at "Prateek – Laurel" which is owned by Mr./ Mrs. \_\_\_\_\_.

I hereby undertake that

- I shall be responsible for payment of all outstanding bills/ dues to the company if any, towards the flat while I am occupying the flat.
- I and my family members will abide by the rules, regulations and conditions stipulated by the company from time to time with regard to the "Prateek – Laurel" Complex.
- I understand that I am permitted to use Car Parking No.(s) \_\_\_\_\_ allotted to my landlord as per his agreement with the builder/ seller. I shall obtain car sticker from the Estate Manager for the car parking allotted to my landlord. I agree to keep any vehicle for which I do not have a valid sticker, out side the premises of the "Prateek – Laurel" Complex.
- Only me and my resident family are allowed to use any common facilities (Swimming pool, Gym, and any other facility that may be introduce in the future) once I take the possession of the flat.
- I will receive all the correspondence/ circulars related to the flat, take note of it and inform the owner, wherever required.
- When I am moving in/ out of the complex, the expenses will be paid by me for any damage caused to the common areas and lifts while loading and unloading.
- The Particulars of my self and my family members in occupations of the flat are as under :

I- Name :  
II- Father's/ Husband's Name :  
III- Permanent Address :

IV- Aadhar No. :  
V- Occupation :  
VI- Address of work :  
VII- Telephone No. :

VIII- Name of other family members staying in the family (Anexure-I) :

IX- Name of resident domestic helps staying in the flat

X- Picture of vehicle owned

Make \_\_\_\_\_ colour \_\_\_\_\_ Registration No. \_\_\_\_\_.

Make \_\_\_\_\_ colour \_\_\_\_\_ Registration No. \_\_\_\_\_.

Make \_\_\_\_\_ colour \_\_\_\_\_ Registration No. \_\_\_\_\_.

X Name of the owner of the Flat and my relationship with the owner :

The information furnished above by me is true to the best of my knowledge.

Yours truly,

(Name and Signature of occupier)

ANNEXURE-I

Flat No. \_\_\_\_\_

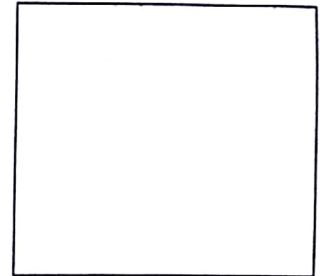
List of Family Members with photograph:

1. Name \_\_\_\_\_

Aadhar No \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

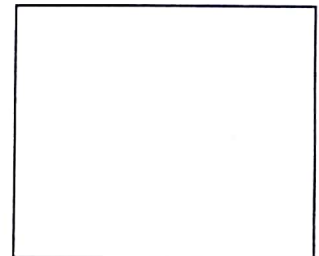


2. Name \_\_\_\_\_

Aadhar No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

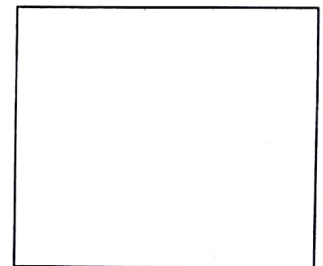


3. Name \_\_\_\_\_

Aadhar No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

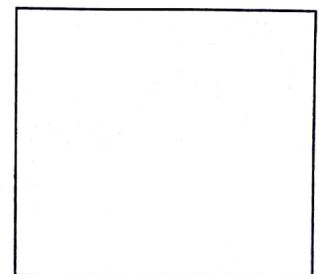


4. Name \_\_\_\_\_

Aadhar No \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_



5. Name \_\_\_\_\_

Aadhar No \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

