



Tenant NOC Process

This document would describe tenant NOC process for Rohini Complex.

1. Each member of the society needs to obtain NOC for sub-letting their Flat.
2. It is mandatory as per society bye-laws to seek NOC from management committee for Sub-letting a Flat. In case NOC is not obtained from management committee, it would be violation of society bye-laws and can be liable for legal action.
3. Following documents and forms are needed for obtaining tenant NOC.
 - a) NOC Application / Owner Consent Form
 - b) Tenant information summary form and contact details
 - c) Tenant Consent Form.
 - d) Tenant details information form
 - I. For head of the family in case of family
 - II. For each resident in case of a group
 - e) Copy of Aadhar cards.
 - I. For head of the family in case of family
 - II. For each resident in case of a group
 - f) Copy of occupational proof (ID Card/ Contract/ Business ownership).
 - I. For head of the family in case of family
 - II. For each resident in case of a group
 - g) Police verification (Required for new/renew agreement on or after 1st July'21)
 - I. For head of the family in case of family
 - II. For each resident in case of a group

You can obtain police verification online from below link.

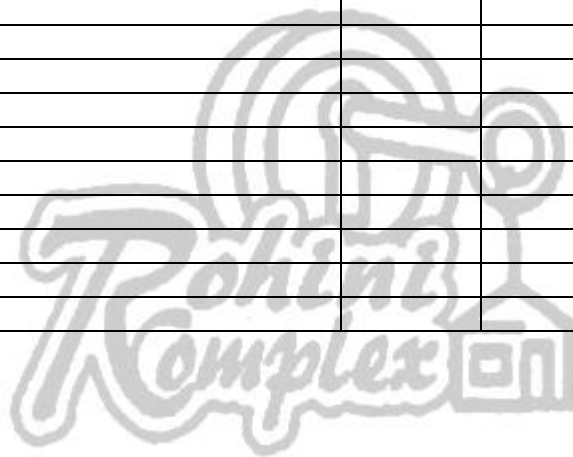
<http://services.bidhannagarcitypolice.gov.in/asp/signin.aspx?form=bnptn>

4. Secretary has full rights to reject the request without any further discussion with landlord.
5. Send all your documents to contact@rohini.complex.in from **owner's registered email address only**.



Check List

Documents	Y/N	Comments
NOC Application / Owner Consent Form		
Tenant information summary form and contact details		
Tenant Consent Form.		
Tenant details information form		
i.		
ii.		
iii.		
iv.		
v.		
Aadhar cards		
i.		
ii.		
iii.		
iv.		
v.		
Occupational Proof		
i.		
ii.		
iii.		
iv.		
v.		
Police Verification		
i.		
ii.		
iii.		
iv.		
v.		





Tenant NOC Application for Sub-letting Flat

(This form needs to be filled by owner)

From,

Name: Block:..... Flat No:

Valid From:/...../..... Valid To:/...../.....

To,

The Secretary,

Rohini Complex Association of Apartment Owners

Kolkata 700136

Dear Sir,

I, am the member of Rohini Complex Association of Apartment Owners, holding Flat No mentioned above, I propose to sub-let /give on leave and licence/ care-taker basis my flat or part of the flat to the person named hereinafter under an agreement duly stamped and mentioned in "Tenant information form and contact details" form. I also undertake to pay all the charges of the society every month within the time stipulated without any excuse from the date of the possession of the flat part of flat till I get possession thereof. I also undertake to pay non-occupancy charges at the rate fixed under bye-law during tenancy period. I would co-ordination with my tenant about maintenance payment in case it is agreed to be paid by tenant/s. I understand that I am responsible for making my tenants aware of the society rules and regulations. I would also be liable to pay any fines and damages for my tenant/s in case they fail to do so. I also agree that any notice or information sent by society to above said flat would be considered as served to me. It would be my and tenant's responsibility to co-ordination for exchange of such information. I also agree that my tenant will not allow any pet in society premises. I request you to please grant necessary permission to sub-let/ give on leave and licence/ care taker basis the flat/ part of the flat, to the person hereinabove mentioned for a period mentioned above. In case it becomes necessary for me to extend the period of sub-letting/ giving on leave and licence/ caretaker basis the flat/ part of the flat, I will submit an application for extending the period well in advance of expiry of the original period with due justification for extending the period. In case of any emergency I should be contacted as per details mentioned below.

Address:.....

.....

Contact No.

Email:

Date:

Signature of the owner



Tenant information summary form and contact details

(This form needs to be filled by owner)

From,

Name: Block:..... Flat No:

Valid From:/...../.....

Valid To:/...../.....

To,

The Secretary,

Rohini Complex Association of Apartment Owners

Kolkata 700136

Dear Sir,

I want to sub-let my Flat and want to apply for society “No Objection Certificate (NOC)” for the same. Here are the details of the tenant whom I wish to sub-let the Flat.

Rented to: Family Group (Please based on your answer)

Tenant basic information -

Sl No.	Name	M/F	Age	Aadhar No.
1				
2				
3				
4				
5				

Note: All above information should same as in Aadhar portal <https://uidai.gov.in/>. Family Head/Group Leader name should be in the first row.

Attach identity proof for each person mentioned above.

I understand that following NOC would be issued only for the persons specified above. I would inform society office in case of any change in residency status.

Place:

Date:

Signature of the owner



Tenant consent form

(To be filled by tenant/s)

To,

The Secretary,

Rohini Complex Association of Apartment Owners

Kolkata 700136

Dear Sir,

I / we would be occupying the tenement mentioned below in Rohini Complex.

Block No: Flat No.

I / we agree to following.

1. I / We have lawfully executed the rental agreement with owner of the Flat.
2. I / We understand that using lift for transporting household goods is strictly prohibited.
3. I / We understand that no pets allowed inside the premises.
4. We would get ourselves familiar with all society rules and follow all the rules.
5. I / we understand that this NOC is only for the persons mentioned in the "Tenant information form and contact details". In case of any change, we would inform the secretary.
6. In case I / we found violating any of the rules, we would be liable to pay the fines as per society rules.
7. I / we would responsible for intimating my owner about the all notice / communication I receive from society office.
8. When I / we vacate the above said flat, we would inform society office 15 days in advance and would obtain exit pass for the same.

SL No	Name	Signature of tenants
1		
2		
3		
4		
5		

Date:



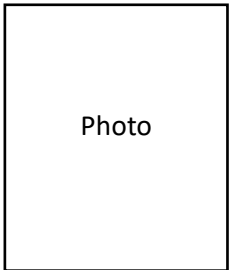
Tenant Detail Information

(To be filled by each tenant/s for group or by the Family head for family)

Name:

Contact No:

Email:



Personal Information:

Permanent Address:

Dist: State:

PIN:

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 Police Station:

Current Address:

Dist: State:

PIN:

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 Police Station:

Occupational information

Occupation:

Name of the organization:

Organization Address:

Dist: State:

PIN:

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 Business Phone:

Business Email:

Proof of your relationship with Organization

(Should attach the valid proof e.g. copy of ID Card/Contract/Business Ownership etc.)

I agree all the above information are correct based on today. If there are any changes will inform secretary and landlord immediately.

Date:.....

Signature of the tenant