

List of documents required for submission at the time of tenancy/renewal of lease

In Case of New tenant move in

1. Copy of Tenancy Agreement on judicial stamp paper duly signed by Tenants(s) and Owner(s) and duly notarized.
2. Photo identity proof & current address proof of Owner(s). self-attested.
3. Photo identity proof preferably Aadhar Card copy of Tenants(s).
4. Address proof of Tenant(s) if it is different from sl no 2- self attested.
5. PAN card of Tenant(s) and Owner(s)- self attested.
6. Aadhar Card of all family members staying with the tenant- self attested (for minors it has to be signed by parent).
7. PAN card of all adult family members of Tenant(s).
8. Proof of Employment of Tenant(s) from employer/ Occupation details (Service/Business/Others) with address mentioned), updated Trade certificate in case of self-employed.
9. Two set of stamp size photo of all family members of Tenant(s) signed across.
10. Two set of stamp size photos of owner signed across.
11. Resolution of current date and Memorandum of Association (MOA) and Articles of Association (AOA Copy in case of company lease.
12. PCC (police clearance certificate of all adult family members of Tenant(s).
13. Acknowledged copy of Police verification (original stamped copy) along with all documents.
14. PET(s) details in specified form with vaccination details & validity.
15. Vehicle details form along with RC copy (have to be in name of Tenant) with valid DL/PUC/Insurance.
16. Undertaking, duly signed by Tenant and Owner to comply UWC guidelines, rules and protocols.
17. Self-certified copy of POA with, Aadhar card, address and ID proof of POA holder (original POA copy to be produced to Facility office for verification at the time of documentation, before move in). *in case of POA acting on behalf of Owner.*
18. Address, ID proof with police verification and two PP size photos in case of any domestic help has to reside permanently with tenant – ID card issued by facility office is mandatory before move in.

In Case of Foreigner- additional documents requirement.

19. Copy of Passport / Visa (In Case of Foreigner) self-attested.
20. Certification of employment from local office with details of nature of profession and role.
21. Approval of local FRRO office and NOC with intimation acknowledgment of local Police Station.
22. Emergency Contact details of Abroad/home town.
23. OCI/PIO Card where ever it is applicable.

Note: Original to be produced to Facility office for verification at the time of documentation, before move in of documents mentioned above in sl no 1,3,4,5,6,7,8,11,15,17,19 & 20.

In Case of Renewal or extension of lease agreement

1. Copy of the renewed Tenancy Agreement duly signed by Tenants(s) and Owner(s) duly notarized.
2. Vehicle details form along with RC copy for issuance of new sticker.
3. Proof of Employment of Tenant
4. PET(s) details in specified form with vaccination details & validity.
5. Undertaking, duly signed by Tenant and Owner to comply UWC guidelines, rules and protocols.
6. Self-certified copy of POA with, Aadhar card, address and ID proof of POA holder (original POA copy to be produced to Facility office for verification at the time of documentation)- *in case of POA acting on behalf of Owner.*
7. Details of family members with ID proof - in case of any additional member has moved in last 11 months.



Declaration of Owner



To,
The Facility Manager_Uniworld City,
New Town, Action area-III,
KOLKATA -700160.

Dear Sir,

I, Mr./Mrs/Ms..... bonafide owner(s)

of Flat No of Tower No of Phase at Uniworld City, New Town, Action Area-III,

KOLKATA -700160 have given my above mentioned flat on rent to Mr./Mrs./Ms.

..... son/daughter/wife/husband of

....., aged around

for months/years with effect from Till

and they have number of members in their family. His nationality is I have seen all the documents submitted by him and satisfied with it.

I do hereby certify that due to non-payment of any bill with respect to my/our flat as per details provided above in due time, KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA) may take any appropriate action as per their decision. In case of any damage of assets or property of Uniworld City by my tenant/his family/guests or in case of any default in due payment, I shall take full responsibility of the same and will bear the cost or remedy of the situation/damage to the entire satisfaction of KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA).

I also certify and declare that

1. My/our above flat is not rented for any commercial purpose, Guest House, Paying guest accommodations, Airbnb or similar short-term rentals. This flat will also not be used by tenant for Event Hosting or Venue Usage.
2. The tenant has completed the PCC and Police verification process as per latest guidelines and regulations.
3. I/we as owner(s) of the said property is/are fully responsible for any illegal activity, misconduct, or violation of KUCAOA rules or damages caused to UWC property or assets by my/our tenant(s) or his family members and I will be liable to indemnify or compensate for any such losses/damage to the entire satisfaction of KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA).
4. In case of any breach or violation of rules of UWC or KUCAOA, I will fully cooperate and abide by the decision of the society and KUCAOA and will take suitable action against my tenant as per decision of the society which will be binding on me and I will not challenge the same in any court of law or any other authority.
5. I can be reached out on my mobile number and registered mail id in case of any communication by society facility office or KUCAOA.my alternative contact number is

The photo of Tenant is attached and duly certified by me.

Thanking you,

(Signature of Owner(s))

Date

Name of Owner(s)

Mobile No

Email id

Declaration of Tenant

Name of Flat Owner (in full)

Flat No of Tower No of Phase at **Uniworld City New Town, Action Area-III, KOLKATA -700160.**

- Name of Tenant (in full)
- Son/daughter/wife/Husband of
- Occupation of the Tenant: Nationality
- Present/Last Address of Tenant
.....
- Permanent Residence Address of the Tenant:
.....
- State Pin code Mobile number.....
- Office/Work Address of Tenant.....
.....
- Contact Person in case of any Emergency (Name)
- Mobile number of above Person

I, do hereby certify and declare that

- The above flat is **not** rented by me for any commercial purpose, Guest House, Paying guest accommodations, Airbnb or similar short-term rentals. This flat will also not be used by me for event hosting or venue usage.
- I have completed the PCC and Police verification process as per latest guidelines and regulations.
- I have given all correct and accurate informations to my owner and to the Facility Office of Uniworld City and I attest to the authenticity of all the documents submitted to facility office of Uniworld City
- In case of any illegal activity, misconduct, or violation of rules of KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA) or damages caused to UWC property or assets by me or my family member during period of my tenancy, I will be fully responsible and liable to indemnify or compensate for any such losses/damage.
- I have received, read and accept the guidelines, rules and the protocols of UWC or KUCAOA and agree to follow and honor the same during my stay at Uniworld City.
- I will not breach or violate the rules and follow the guidelines of UWC or KUCAOA and in case of any breach or violation of rules of UWC or KUCAOA, by me or my family members or my guest or domestic servant, I will be responsible for such act and fully cooperate and abide by the decision of the society and KUCAOA.
- My domestic help will also/not will be staying with me and I have completed the process of registration & police verification of the same as per regulations.
- I/We also undertake to inform Facility Manager of any future change, related to the information and details shown in this Application Form.

✓

(Signature of Tenant(s))

Date:

Name of Tenant(s)

Mobile No

Email id



VECHILE AND PET DETAILS OF THE TENANT

- NO OF CAR CAR MAKE & MODEL
- CAR COLOUR CAR REGN NUMBER
- CAR OWNERS NAME:
- ADDRESS OF CAR OWNER AS PER REGN DETAILS.....
.....
- RELATIONSHIP WITH CAR OWNER (IN CASE IT IS DIFFERENT FROM TENANT)
- PARKING SLOT NO MOBILE NUMBER
- EMAIL ID

(Signature of Tenant(s))

Date:

Name of Tenant---

PET DETAILS

- NO OF PETS..... SPECIES (DOG, CAT, BIRDS etc.
- BREED IS IT BANNED IN INDIA.....? AGE.....GENDER.....
- COLOUR /MARKING.....
- WEIGHT MICROCHIP ID (if available)
- VACCINATION UPDATE
- VACCINATION VALIDITY NEXT VACCINATION RENEWAL.....
- PET'S OWNERS NAME & ADDRESS
- MOBILE NUMBER EMAIL ID.....

(Signature of Tenant(s))

Name of Tenant---

Date:

Declaration by Broker

(on his letter head with seal of his establishment)

I,, hereby declare that I have brokered a tenancy deal between the Owner and tenant as per details given below:

- a. **Name of the Owner:**
- b. **Property Details:** Flat no _____, Tower no _____, Phase _____, Action Area III, New Town, Kolkata, Pin 700160
- c. **Name of the Tenant(s)** in whose name the Leave and License agreement is issued:

.....

I hereby declare that

- 1. I know both the above owner(s) and tenant(s) and they have agreed to abide by all the rules and regulations of Uniworld City society and Kolkata Uniworld City Apartment Owners Association (KUCAOA),
 - 2. The tenant above will be staying with his family members only,
 - 3. The rented accommodation is not leased for PG accommodation, or Guest House or commercial purposes or event hosting or venue usage,
 - 4. I confirm that police verification was completed in my / My representative's presence,
 - 5. I have verified all the documents submitted to facility office of UWC with original ones,
 - 6. I am a registered broker with Uniworld City and paid the updated registration fees and I was never blacklisted by Uniworld City.
 - 7. I will assist and cooperate the above tenant is onboarding and provide the facility office in case of requirement of any additional information or detail or document.
 - 8. The UWC or KUCAOA will not be liable to pay any charges to me for this transaction/deal nor will be a party to settle any dispute with owner or tenant.
 - 9. My Aadhar Number is, PAN number is
- and Registration number is

Name of the Broker: (as per registration)

.....

Date:

(Signature of the broker)



DOMESTIC HELP PROFILE FORM

Owner/Employer Details

- 1) Name.....
- 2) Date of Birth Age: Gender (M/F/O)
- 3) Address.....
.....
- 4) Police Station: Post Office:
- 5) Occupation:
- 6) Contact No: Mail id:
- 7) ID Proof and No:

The following is the profile of my Domestic Help:

Domestic Help Details

- 1) Name.....
- 2) Date of Birth Age: Gender (M/F/O)
- 3) Permanent Address.....
.....
Police Station of Permanent address Nationality:
- 4) Father's/Guardian Name:
- 5) Contact No: Mail id:
- 6) ID Proof Type Id No:
- 7) Last working Address.....
.....
- 8) Police Station: Date of Joining:
- 9) Distinguishing Mark:
- 10) Physical Description:
- 11) Languages Spoken:

(Signature of Owner employing Domestic help)

Date: