



**UNDERTAKING BY TENANT AND OWNER OF Uniworld City**  
**Guidelines/rules/protocol of Uniworld City/ KOLKATA UNIWORLD CITY APARTMENT OWNERS**  
**ASSOCIATION (KUCAOA)**

We, the undersigned Owner and Tenant, hereby acknowledge and agree to abide by all rules, regulations, guidelines, and protocols prescribed by the **Uniworld City/ KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA)** now in force or as may be amended from time to time.

Some of the general, rules, regulations, guidelines, and protocols are as follows (The rules, regulations, guidelines, and protocols set forth herein are illustrative and not exhaustive. The Owner and Tenant acknowledge that additional provisions, whether currently in force or introduced in the future, not mentioned here, by the **Uniworld City/ KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA)**, shall be equally binding, notwithstanding their omission from the present list).

**1. Mandatory Lease Agreement and Police Verification**

- a. No tenancy shall be permitted without the submission of a notarized lease/rental agreement, PCC, Police Verification, and all required documents and information as specified by KUCAOA.
- b. There will be no leniency, relaxation, or exception to this condition under any circumstance.
- c. On extension of lease agreement, it is the sole responsibility of Owner and Tenant to submit the renewed lease agreement copy, required documents and complied with requirements as required by Facility Office of Uniworld City.
- d. In case of no further renewal of lease agreement, the tenant will vacate the premises immediately after agreement expiry or termination after compliance of all move out process of the UWC/KUCAOA.
- e. In case of renewal of agreement, the renewal agreement needs to be submitted on or before the date of expiry date otherwise My Gate access will be deactivated of the tenant.

**2. Prohibited Tenancy Arrangements**

- a. The following forms of tenancy are strictly prohibited in UWC:
  - Subletting
  - Paying guest accommodations or Guest houses
  - Airbnb or similar short-term rentals
  - Event hosting or venue usage.
- b. Tenant and Owner will both will ensure the compliance of the same.

**3. Permissible Use of Flat**

- a. Flats may be rented out only for **residential purpose**.
- b. **No business or commercial activities**, including cloud kitchens, schools, tuitions, music, dance or yoga classes, medical OR any other professional, spiritual or religious practice or activity, massage or spa parlors or any customer walk-in's commercial business, is/are allowed in any flat of UWC.

4. **Clearance of Outstanding Dues:**

- a. All dues related to the flat must be cleared in time including:
  - CAM (Common Area Maintenance),
  - Utility and gas bills, Façade repair.
  - Penalties or any other dues of KUCAOA, if any.
- b. In Case of any pending dues, facility office/KUCAOA reserves the right to take suitable action(s) as they deem fit which will be binding on both the owner as well the tenant including suspension of services and access of My gate.
  - a. The same applies on both new tenancy as well renewal of lease rental cases.

5. **Prohibited Activities**

- a. The following illegal activities are strictly forbidden in any flat at UWC:
  - i. Gambling or betting,
  - ii. Drug or human trafficking,
  - iii. Massage parlors or immoral trafficking.
  - iv. Any violation will result in strict action as determined by KUCAOA which will be binding on both the owner and the tenant.

6. **Prohibited Items and Substances**

- a. Tenant(s) are strictly prohibited from storing or possessing:
  - Unauthorized arms or ammunition
  - Narcotics or banned substances
  - Hazardous or flammable materials
  - Prohibited or banned animals/birds/items.

7. **Vehicle Parking & Traffic Guidance:**

- a. The Tenant should park his vehicle at the allotted parking space only and will ensure the vehicle sticker is affixed to the front windscreen all the time.
- b. Only one four wheelers and one two wheeler vehicle is allowed per allotted parking space.
- c. Tenant has to follow the parking guidelines and rules of UWC society and in case of any violation he/she will be governed by the rules/penalty of the society. The decision of UWC society will be binding on tenant and owner will ensure that his/her tenant honors the decision of the society.
- d. Tenant should not wash vehicles in common area/road or in someone else parking slots.
- e. Tenant will ensure that their guests also park their vehicle in visitor parking slot and not elsewhere.
- f. Tenant and their family members/guests will follow speed limits and other traffic management of the UWC within premises.
- g. A fresh lease agreement must be submitted and the new sticker(s) will be issued corresponding to the new validity period.

8. **Guests and Visitor Regulations**

- a. Tenant must not allow unauthorized guests or long-term visitors without prior intimation to the owner and Facility Manager. Any unauthorized entry via My Gate by either the owner or tenant will invite suitable action. Persons entered as "Family" in MyGate must be blood relatives or individuals listed in the tenant's KYC form.
- b. In case of any permanent domestic servant/helper residing with tenant, tenant will ensure to declare the same and get the proper ID card issued from facility office after **submission of required documents and police verification after registering with local PS** as per regulation. Tenant will be totally accountable for his/her behavior and conduct.

- c. Tenants are not allowed to handover the possession of his rented flat to any person whose documents are not submitted in his absence or while he is away on vacation etc. Handing over access cards, stickers, or parking tags to outsiders is strictly prohibited
- d. In case of Owner not informing society of new tenant/adding as Owners family of any person who is not his family by blood relation it will be considered as security breaches and non-compliance/unauthorized access and suitable action will be taken against the tenant as well owner as deemed fit by Uniworld City society /KIUCAOA including forced exit with immediate effect and information to local police.
- e. Tenant will ensure that no gathering of any nature or on any occasion in his rented flat of more than 25 adult persons at one point of time without the approval of Facility Office.

**9. Mandatory Tenant Verification by Facility Office**

- a. Verification of the Tenant by the Facility Office is mandatory and must be conducted by visiting the rented flat—preferably between 10:00 AM and 5:00 PM, within 7 working days of the tenant’s move-in date, unless otherwise approved by the Facility Manager (FM).
- b. The tenant is required to cooperate fully during this verification process.
- c. Any deviation from the information provided by the owner or tenant, or any suspicious behavior or concerns observed during the verification visit, will be immediately reported by the FM to the owner and any action taken by KUCAOA in such cases shall be binding on both the tenant and the owner.

**10. Pets Owned by Tenants**

- Tenant must provide complete information about any pets they own to the Facility Office, including details of periodic vaccinations.
- Banned breeds of pets are strictly prohibited in UWC.
- Tenant are responsible for ensuring that their pets do not cause any harm or nuisance to any resident and must adhere to all UWC pet-related guidelines.
- Tenant will ensure that they do not let pets roam unattended in lifts, corridors, or gardens and not prevent others from using lifts/parks because of pets, also they must use leashes and muzzles in open/common areas.
- Tenant will ensure that they will adhere to society guidelines on stray dogs and will feed only in the designated areas. They will also not feed the pigeons and other birds/animals in open common areas.

**11. Owner’s Responsibility and Liability**

- a. Flat owner(s) is/are fully responsible for:
  - Any illegal activity, misconduct, or violation of KUCAOA rules by their tenant(s) or their family members/guests.
  - Damages caused to UWC property or assets by their tenant(s) or their family members/guests.
  - Domestic violence/any incident of harassment of domestic servant/family members by tenant or their family members/guests.
- b. Owners will be liable to indemnify or compensate directly for any such losses.

**12. False Information or Documents**

- a. If any tenant submits false or misleading information/document, KUCAOA will initiate appropriate action, which will be binding on both the owner and the tenant.

**13. Dispute Settlement Disclaimer**

- a. KUCAOA shall not be involved in any owner-tenant dispute and will not mediate under any circumstances.
- b. KUCAOA, its Office Bearers, Committee Members, employees, or representatives shall not be responsible for initiating, participating in, or facilitating any negotiation, mediation, arbitration, or legal proceedings related to such disputes.
- c. KUCAOA shall not be liable for any claims, losses, damages, costs, or expenses arising directly or indirectly out of such disputes. Any attempt to involve KUCAOA, its Office Bearers, Committee Members, employees, or representatives in such matters shall be deemed invalid and beyond the scope of its authority.

**14. Coordination for Goods Movement and Clean-Up Responsibility during move in move out**

- a. The owner must ensure the tenant's goods vehicle movement date and time is pre-approved by the Facility Office and Security In-Charge. Timings should avoid school/office rush hours for safety and optimal lift usage.
- b. The owner must ensure that the tenant cleans the lift and common areas of all packing materials on the same day of shifting, at their own cost.
- c. In case of any damage to society property during move-in/move out the cost recovery for damages will be done from owner/tenant. No further tenancy allowed till damage cost is paid.

**15. Health, Safety and Emergency**

- a. Tenant have to follow fire safety norms all the time while staying in UWC campus and participate in mock drills & awareness sessions organized by the society.
- b. They should not tamper with firefighting equipment, alarms, or electrical panels under any circumstances.
- c. They should keep emergency contacts (society office, security, local police, ambulance) handy and contact immediately tower guard or main gate security in case of any incident, accident or mishap.
- d. Tenant will ensure that they do not by pass or argue with security protocols, they should not misbehave or engage in physical altercation with any staff of facility/security. In case of any issue, they should escalate their complaints to Facility Office with information to owner.
- e. Tenant must immediately inform the Facility Office in case of any infectious or communicable disease in his family and must take due precaution and treatment so that it does not spread to others.
- f. Tenant has to comply with waste management policy of UWC and must not dispose of papers, hair tufts or any other article from their balconies or windows. Such articles should also not be disposed of from the bathroom windows into the pipe-ducts with the motive of avoiding the public eye.
- g. Tenant will ensure that water from clothes left to dry inside balconies does not drip down onto the floors below.
- h. Littering sunshades with food grains, etc. to feed birds or disposing of other articles is strictly prohibited.

**16. Common Area & Corridor/Balcony**

- a. Tenant will ensure that they don't keep any of their personal belongings in common area and corridor like flower pots, shoe rack, gas cylinder etc. Tenant will also ensure that they should not hang flower pots or any loose fittings/stuff in the balcony.
- b. Vandalism or graffiti on society walls/property is strictly prohibited.
- c. In no case shall private social functions like birthday parties, final rites, house-warming parties, griha pravesh or ushering-in ceremony, christening ceremonies, ceremonies for donning the sacred thread etc. be allowed to be held in the lift lobbies and common passages or common areas.

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**17. Harmony and Respect to Neighbors**

- a. Tenant will not engage in quarrels, abusive language, or create harassment of neighbors/facility or security staff and will always respect privacy, cultural & social diversity of residents.
- b. In case of any issue, they should inform the Facility Office and Owner immediately.
- c. Tenant will also ensure that no loud music or noise is created by him/her or by his guests creating inconvenience to the neighbors.

**18. Licensed Arms Possession-** If a tenant possesses licensed **arms**, the tenant and the owner must:

- a. Inform the Facility Manager/KUCAOA and submit approved documents and license copies.
- b. Provide an acknowledged copy of intimation submitted to local authorities or the police station.

**19. Compliance by Tenant**

- a. Tenant, his family members and guests have to abide by all rules, regulations, bye-laws, guidelines, and protocols prescribed by the **Uniworld City/ KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA)** now in force or as may be amended/introduced from time to time.
- b. Any violation or breach or of these rules may result in penalty(s) or other actions as per the society's rules, regulations, guidelines, and protocols or decision(s) of the society and KUCAOA.
- c. Tenant will fully cooperate and abide by the decision of the society and KUCAOA.

I/We have read and understood the above rules and regulations and agree to abide by them. The rules, regulations, guidelines, and protocols set forth herein are illustrative and not exhaustive. I/we as Owner and Tenant acknowledge that additional provisions, whether currently in force or introduced in the future, not mentioned here, by the **Uniworld City/ KOLKATA UNIWORLD CITY APARTMENT OWNERS ASSOCIATION (KUCAOA)**, shall be equally binding, notwithstanding their omission from the present list. I also understand that any violation or breach or of these rules may result in penalties or other actions as per the society's rules, regulations, guidelines, and protocols. I will be responsible for such act(s) and fully cooperate and abide by the decision of the society and KUCAOA and will not challenge the same in court of law or any other authority.

I/We, the undersigned Owner(s)/Tenant(s), hereby acknowledge that KUCAOA is not responsible for and shall not, under any circumstances, be involved in any dispute arising between Owners, Tenants, or third parties in relation to occupancy, tenancy, lease terms, financial arrangements, or any other private contractual matters. I/We further agree that KUCAOA, its Office Bearers, Committee Members, employees, or representatives shall not be made a party to any litigation, mediation, arbitration, or claim in connection with such disputes. I/We expressly waive any right to involve KUCAOA in such matters and undertake to resolve all such disputes independently, without reference to KUCAOA.

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**Signature of Tenant**

**Name of Tenant**

Date:

✓

**Signature of Broker (if applicable)**

Date:

✓

**Signature of Tenancy in charge**

Date:

✓

**Signature of Owner**

**Name of Owner**

Date

**Name of Broker (if applicable)**

✓

**Signature of Facility Manager**

Date: