

LIST OF DOCUMENTS ESSENTIAL FOR SCREENING

1. Following documents are required for screening of tenants and are to be submitted by the applicants for tenancy:-

- (a) Application for screening of proposed tenant.
- (b) Family details duly affixed with photographs.
- (c) Copy of rent agreement.
- (d) Undertaking- As per format.
- (e) Identification documents (Aadhar (both sides), I card, DL/Voter ID).
- (f) PAN Card.
- (g) Letter of employment from the Company with location of place of work.
- (h) Two latest pay slips/ bank statement showing credit of pay from employer and IT returns for the last three years.
- (i) Photocopy of vehicle RC (both four and two wheelers).
- (j) Inventory of flat signed by Owner and tenant.
- (k) Fitness Maint Certificate from RWA Rep. Insp of flat will be carried out on Thursdays between 10 AM to 2 PM.
- (l) Pet management certificate.
- (m) Police Verification
- (n) NOC from previous owner, if shifting within AWHO Township

Administrative charges

2. The Administration and Lift Usage Charges for 'New Tenants' shifting in the Society will be Rs 6000/- + GST as one time charge is Rs 6000/= + GST.

3. Tenants shifting without RWA permission and Screening within the Society shall be penalized a sum of Rs 10000/= in addition to the administrative charges that were required to be paid at the time of shifting, as given above.

Signature of Tenant

APPLICATION FOR SCREENING OF PREPOSED TENANT
AWHO TOWNSHIP, GREATER NOIDA

1. Details of Tenants:

Full Name of Tenant _____
(Rank*/Title*** First Middle Last Retd)
Father /Husband's Name _____
Date of Birth _____ Nationality _____ Sex (M/F) _____
Married Status (married/Single/Divorced Widowed/Separated) _____

2. Details of Family (on reverse)

3. Permanent Address:-

_____ Mobile No 1 _____
_____ Mobile No 2 _____
_____ Tele No _____
_____ Email Id _____

4. Present Address:

5. Details of Pets: (Yes/No) – If yes, pl produce vaccination status _____

6. Employment Details:(Employed/Self Employed/Contract/Business/Retired/Other (Specify): _____

Name of Company/Business _____ Annual Income:- _____

7. Copies of Documents Submitted (ref List of Documents) Proof of Identity:

- (a) Passport/Adhar Card (c) Financial Status _____
(b) Pan Card (d) Employer's Certificate of Employment

8. Du you own Du in AWHO, GVGN (Y/N)? _____

Proposed Accommodation
Flat No: _____
Likely Date of Occupation _____

9. Parking Details of proposed flat

2/4 Wheeler Rgn No. & Make

- (a) CPS No (Covered Parking Space) _____
(b) TCPS (Twin Covered Parking Space) _____
(c) CPP (Covered Podium Paking) _____
(d) OCP (Open Car Parking) _____
(e) SPS (Scooter Parking Space) _____

9. Whether IGL Connection exist in flat proposed to hired. (Yes/No) .

10. Flat Owner's Details

Name _____
Contact No. _____
Email Id. _____

(Signature of Owner/)

**10. Tenant alongwith Spouse shall be interviewed by the Screening Committee. (This Interview is MANDATORY)
I hereby certify that the above statements are true and correct to the best my knowledge**

Date. _____ (Signature of Property Dealer

(Signature of Proposed Tenant)

***Rank: Service Rank**

****Title: Dr./Prof./Mrs./Ms./etc.**

FAMILY DETAILS

<u>Srl No</u>	<u>Name</u>	<u>Date of Bi</u>	<u>Sex/M/F</u>	<u>Relation Ship</u>	<u>Educational Qualification</u>	<u>Profession</u>	<u>Photo</u>
<u>1</u>							
<u>2</u>							
<u>3</u>							
<u>4</u>							
<u>5</u>							
<u>6</u>	<u>Signature of Applicant</u>						

TO BE PREPARED ON RS 10/= (NON JUDICIAL STAMP PAPER AND NOTARIZED)
UNDERTAKING

1. I Dr/Mr/Mrs _____ S/o / D/o / wife
of _____ Resident _____ (full
address) and presently working as _____ in _____
have taken Flat No _____ on rent in AWHO Township, GurjinderVihar, Greater Noida. I / We hereby,
undertake to comply with the following terms and conditions:-

- (a) I/We shall not use the flat for any other purpose except residential.
- (b) I/We will not allow any commercial and unwanted activities like property dealing, running of PG hostels, offices, coaching class, tuition class and supply of food in the flat / Tiffin in / outside the Society or park any commercial vehicle in the Society.
- (c) I/We will not sublet any of the premises and no personnel other than those listed in the application form will be allowed to stay in the flat without prior permission of the Society RWA.**
- (d) I / We understand that the premises being rented are for our own residential stay and not being hired for any relatives to stay in. Any violation will lead to my / our tenancy being cancelled and the occupants declared as illegal and subject to eviction by the Society.
- (e) I shall park my car only in the authorized parking, whether in my block or anywhere else in the Society.
- (f) I/We shall not use the Society roads for learning driving / riding of car / scooter.
- (g) I/We shall not permit children to drive car / ride the scooter, who are not authorized to do so.
- (h) I/We shall wear helmets while on two-wheeler.
- (i) I/We will not feed pigeons in the Society premises.
- (j) I/We shall not walk out pets without a leash and shall take them only to designated areas for easing themselves. I/ we further undertake that we shall clear the littering of our pet ourselves.
- (k) I/We or any member of our family shall feed stray dogs only at the Society designated locations. I / We understand that violation of the same shall invite pecuniary penalties.
- (l) I/We will segregate all household waste into wet, dry and hazardous waste and dispose this in bio-degradable bags of green, blue and red colour respectively a
- (m) nd hand over the same to the housekeeping staff.
- (n) I/We shall not litter / leave garbage bags in common area.
- (o) I/We will not use inverters / tamper with electric connections.
- (p) I/We will not litter the lobby, lifts and common areas.
- (q) I / We will not use common spaces, garages and fire exit for storing boxes, potted plants or any other personal effects.
- (r) I / We will not hang clothes in the outer balcony.
- (s) I / We will not use newspaper / printed paper on glass windows which are visible from outside.
- (t) I/We will not employ domestic help without proper police clearance and only if she is in possession of a proper pass issued by the Society. I shall, intimate the RWA office immediately on employing such domestic help or vacating her.
- (u) I or any member of my family will not indulge in any action which causes inconvenience to fellow residents. I / We do understand that after two notices warning us of the same, the RWA is authorized to revoke the tenancy, get the flat vacated and I / We shall have no objection to the same.**
- (v) I / We shall abide by all the society norms and instructions issued from time to time.
- (w) I / We shall have the irrevocable right, to be exercise by to Board of Management to have access to each apartment from time to time during reasonable hours (9 am to 5 pm) for the maintenance, repairs or replacement of any of the common areas or facilities therein, or accessible there from or for making emergency repairs therein necessary to prevent damage to the common areas and facilities or to any other apartments.

(x) I / We will take all measures to ensure safety of the apartment and fellow residents of the tower like putting off the LPG/ PNG while going out. In case of any action of mine/ ours affecting the safety and security of the residents, I am liable to make good the losses and be evicted from the Township by the RWA.

(y) In case, failure to pay the rent for two consecutive months is reported by the owner to RWA, I / We shall be liable to be evicted from the Township.

(z) In case any cheque issued as rent by the tenant bounces, then the said tenant is liable to be evicted by RWA from the Township besides levying Rs 1000/= as penalty.

(aa) On vacation of the premises, I shall deposit my vehicle sticker and RFID Tag with RWA office and not leave any vehicle behind in the Township.

2. In case of any dispute arising between the owner and the tenant during the period of tenancy, President of the Board of Members of RWA or his representative will act as the arbitrator for resolution of the said dispute. Decision of the Arbitrator shall be final.

3. I /We have read the SOP on Renting of Flats in AWHO Township Gurjinder Vihar Greater Noida. I/We will abide this SOP & other rules & regulation of the Society as stipulated by RWA

4. Further I/ We accept that in case of any violation of the above terms and conditions and Bye Laws of the Society, the RWA is at liberty to cancel my / our agreement and that I / We shall vacate the premises within 48 hours.

Signature _____ dated _____

PRE-SCREENING DOCUMENTS
CHECK LIST

Name of Tenant _____ Flat No Sought _____

Father's / Husband's Name _____ Name of Owner _____

Present Address _____ Email ID _____

Email ID: _____ Owner Cell No _____

Tenant Cell No _____

Prospective Date of Screening (Saturday only) _____

Pre Screening Documents.

1. Family details. - Appendix A.
2. Income Proof, Two latest payslip / bank statement showing credit of pay from employer and ITR for the last three years - Enclosure 1
3. Photo ID (Aadhar Card, Voter ID, Pass Port etc) - Enclosure 2.
4. PAN Card. - Enclosure 3.
5. Vehicle Details Photo Copy of RC Book - Enclosure 4.
6. Screening Application And Family Details Duly Affixed Photographs.
7. Rent Agreement
8. Under Taking Agreement.
9. Police Verification

Submission of Documents.

10. The documents must be submitted at this office at least one week prior to the day prospective tenant wishes to attend the Screening. For example in case the prospective tenant wishes to attend the Screening on 02 Apr 2023, his documents duly completed (as shown above) must reach this office latest by 25 Mar 2023.

11. The documents will be accepted on all the days in a week (during the working hours) except Tuesday, Saturday and Sunday / Holiday.

Confirmation of Pre-Screening.

12. Only in case the documents are approved in the Pre Screening Board, the date of screening will be confirmed to you by this office.

Final Screening

13. In case the documents get approved for the screening, then the prospective tenant to be present in this office 10:00 AM on the scheduled screening day.

Notes: - Screening is scheduled for Saturday at 11:00 AM. Prospective tenants will be intimated to attend screening only if their documents are cleared by the Pre Screening Committee.

DETAILS OF NEXT OF KIN : MR / MRS / MISS

1. Name : _____
2. Relationship : _____
3. Cell No : _____
4. Email ID : _____

Signature_____

Name_____

Dt_____

FITNESS CERTIFICATE OF FLAT FOR RENTING OUT

1. Certified that flat No _____ (Owner name _____),

(Mob No _____), has been checked out and:-

- (a) There is no seepage in flat.
- (b) Grouting is done in all the bathrooms.
- (c) Water drains in balconies, kitchen & bathroom are not cracked at floor.
- (d) Flush tanks of bathrooms are not leaking.
- (e) IGL connection is available or owner has applied for IGL connection & copy of payment made to IGL is attached.
- (f) There is no seepage in floor below the flat due to the flat being offered for renting out.

2. Additional Remarks _____

3. Certified that flat No _____ is presently fit/unfit for occupation/renting out.

Date : 2024

Maint Member
RWA AWHO GVGN

FOR OFFICE USE ONLY

Following documents have been checked by me in respect of _____
shifting from _____ to Flat No _____ in AWHO township.

- (a) Screening Application with family details duly affixed photographs.
- (b) Rent Agreement.
- (c) Undertaking by Tenant.
- (d) Proof of Address (Adhar Card, Voter Card, DL).
- (e) Proof of Identity (Pan Card).
- (f) Letter of employment from the Employer.
- (g) Two latest pay slips / bank statement showing credit of pay from employer and ITR for the last three years and IT return.
- (h) Police Verification.
- (j) Photo - copy of RC and valid vehicle insurance.
- (k) NOC from previous owner, if shifting within AWHO Township.

However it may be noted that he has to pay all dues, maintenance, electricity etc as per the norms till 3 rd January 2025 (being the last day of his tenancy

Date :

Dealing Clk

PRE- SCREENING REMARKS

- 1.
- 2.
- 3.
- 4.

Col Sanjay Garg- (Retd)

REMARKS OF SCREENING COMMITTEE

Dated :

Chairman
Brig VP Singh (Retd)

Member -1
Col RDS Chauhan (Retd)

Member -3
Col PK Chauhan (Retd)

Member -2
Capt VK Anand (Retd)