

## **FORM-A**

**(Form of Application to be made by owners of Dwelling Units of KV-II, Sec-82, NOIDA, for seeking PERMISSION of AOA as required under By Laws-19 of the Association)**

Dated:

To

The President  
AOA, KV-II  
Sector-82,  
NOIDA-201304

PHOTO OF  
OWNER

Sub: - Permission for leasing out the Dwelling Unit no.....

Sir,

This is to state that I propose to let out my Dwelling Unit No.....Pkt..... Kendriya Vihar-II, Sector-82, NOIDA. (U P) to Mr./Ms. (Name of the ..... (Name of Prospective Tenant) employed/self-employed as ..... (State his Occupation) at.....

In this connection, I further affirm and declare as under:-

- (a) That I have got the particulars of the Tenant duly verified and registered with the Police Authorities for further verifications as per the Certificate (Photo Copy of letter enclosed).
- (b) That I have advised the Tenant to pay the Subscription and other charges of the Association as fixed from time to time. In case of any default, I undertake to pay the same myself.
- (c) That the Tenant shall pay the dues to the Association as well as one time payment of the charges as may be prescribed by the association from time to time. In case, the Tenant fails to make the payment, I take the responsibility of making the payment of all dues.
- (d) That the Tenant shall abide by the Rules/Regulations/Instructions and shall observe the discipline and decorum of the Association as may be framed from time to time and agree to its Arbitration in all matters.
- (e) That the Tenant shall not misuse the Dwelling Unit for commercial purposes or for purposes other than his/her residence.
- (f) All the Arrears on account of subscription of AOA or any other charges have been cleared.
- (g) The Names and particulars of the Members of family/persons who will be residing in the flat have been indicated in the attached Annexure-"C".
- (h) The above instructions have been incorporated in the Lease Agreement also signed with the Tenant (a photo copy enclosed for your ready reference). The photocopy of the possession letter issued to me by CGEWHO is also enclosed.
- (i) The photo copy of the possession letter issued to me by CGEWHO is also enclosed.
- (j) The above points have been incorporated in the lease agreement also signed with the Tenant (a photo copy enclosed for your ready reference).

In view of above, it is requested that permission of the Association may please be conveyed to enable me to lease out my Dwelling Unit No..... Pkt ..... Kendriya Vihar-II, Sector-82, NOIDA. (U.P.) to said Mr. /Ms .....

Thanking You.

Yours faithfully,

Encl: As above.

( \_\_\_\_\_ )  
Owner,  
Add. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ph. \_\_\_\_\_

Notes:-

- (i) The Application Forms duly filled and complete in all respect along with requisite documents, be submitted to AOA by concerned Allot tee Members and the prospective Tenants 7 days before the entry to the complex to avoid any harassment due to last minute rush and also to enable AOA screen the applications properly.
- (ii) The above application duly completed shall be received in the office of AOA between 10.00AM at 06.00PM Daily on all working days.
- (iii) Transport vehicle for shifting will be allowed only from 09:00 A.M. to 07:00 P.M.
- (iv) All forms will be accepted by tenant/owner. No third party will be allowed.

**FORM-B**

**(Form of application to be made by Tenant of Dwelling Units of KV-II, Sec-82, Noida for seeking PERMISSION of AOA as required under By Laws-19 of the Association)**

Dated:

To

The President  
A.OA, KV-II  
Sector-82,  
Noida-201304

PHOTO OF  
TENANT

Sub: - Permission for hiring out the Dwelling Unit no.....

Sir

I Propose to hire Dwelling Unit No ..... Pkt..... Kendriya Vihar,  
Sector-82, Noida. (Uttar Pradesh) from Mr. /Ms (Name of the owner)  
.....

In this connection, I further affirm and declare as under:-

- (a) That I have got my particulars verified and registered with the Police Authorities of Noida as per the Certificate (Photo Copy enclosed).
- (b) That I shall pay the Subscription and other charges of the Association as fixed from time to time.
- (c) That I shall pay dues to the association as one time payment of the charges as may be prescribed by the association.
- (d) That I shall abide by the Rules/Regulations/Instructions and observe the discipline and decorum of the Association as may be framed from time to time and agree to its Arbitration in all matters.
- (e) That I shall not misuse the Dwelling Unit for commercial purposes or for the purposes other than my residence.
- (f) I shall not sub-let any part of the dwelling unit or whole dwelling unit to any third person.
- (g) The names and particulars of my family/persons who will be residing in the flat have been indicated in the Lease Agreement.

The above points have been incorporated in the Lease Agreement also signed with the Owner (a photo copy enclosed for your ready reference). The photo copy of the possession letter issued by CGEWHO to my landlord is also enclosed.

In view of above, permission of the Association may please be conveyed to enable me to hire Dwelling Unit No..... Pkt..... Kendriya Vihar, Sector-82, Noida. (Uttar Pradesh) form said Mr. / Ms .....

Thanking You.

Yours faithfully,

( )  
Tenant,

Add.

Ph.

**Notes:-**

- 1. The Application Forms duly filled and complete in all respect along with requisite documents, be submitted to AOA by concerned Allottee Members and the prospective Tenants 7 days before the entry to the complex to avoid any harassments due to last minute rush and also to enable the AOA to screen the applications properly.**
- 2. The above application duly completed shall be received in the office of AOA between 10:00AM to 6:00PM daily on all working days only.**
- 3. Transport vehicle for shifting will be allowed only from 09:00 A.M. to 07:00 P.M.**
- 4. All forms will be accepted by tenant/owner. No third party will be allowed.**

**ANNEXURE-“C”**

Details of Family Members who shall be staying in Flat No.....PKT No.... Kendriya Vihar-II, Sector-82, Noida Dist GB Nagar (UP)

| <b>S NO</b> | <b>NAME</b> | <b>SEX</b> | <b>AGE</b> | <b>RELATION WITH THE TENANT</b> |
|-------------|-------------|------------|------------|---------------------------------|
| 1           |             |            |            |                                 |
| 2           |             |            |            |                                 |
| 3           |             |            |            |                                 |
| 4           |             |            |            |                                 |
| 5           |             |            |            |                                 |
| 6           |             |            |            |                                 |

- ✓ **Vehicle pass is mandatory for all residents.**
- ✓ **Collect your Vehicle Passes while shifting-In.**

Details of Vehicle:

1. Two Wheeler: (i) Make \_\_\_\_\_ (ii) No \_\_\_\_\_
2. Four Wheeler: (i) Make \_\_\_\_\_ (ii) No \_\_\_\_\_

**NOTE:**

1. SUBMIT THE POLICE VERIFICATION AFTER GETTING THE ORIGINAL DOCUMENT.
2. COMMERCIAL ACTIVITIES ARE NOT ALLOWED.

SIGN.....

MOB.....

1. Duly filled form A (Name & Sign. both).
2. Photo ID of Owner (Self attested).
3. Handing / Taking Over Certificate of Flat by CGEWHO (Self attested).
4. Duly filled Form B (Name & Sign. both).
5. Duly filled Annexure-C+.
6. Company/Office Photo ID of Tenant, Photo ID of Family Members and proof of Relation Ship of family members (Self attested).
7. Copy of Rent Agreement (Self attested).
8. Police Verification of Tenant.
9. Shift-in / Internal Shifting Charges Rs 2,360/-.

**Notes:-**

1. The Application Forms duly filled and complete in all respect along with requisite documents, be submitted to AOA by concerned Allottee Members and the prospective Tenants 7 days before the entry to the complex to avoid any harassments due to last minute rush and also to enable the AOA to screen the applications properly.
2. The above application duly completed shall be received in the office of AOA between 10:00AM to 6:00PM daily on all working days only.