



## INFORMATION AND FORM FOR LETTING OUT FLAT OR SHOP AND TENANT REGISTRATION

To ensure a smooth and compliant tenancy registration process, we have compiled a comprehensive Charter outlining all the information and documents required.

### Steps to Let Out Your Property:

1. **Download the Charter:** The Charter includes detailed guidelines on tenant registration and the list of documents required. You can download the Charter from our Isociety App or collect a hard copy from the Estate office during working hours.
2. **Preformatted Lease Agreement:** For your convenience, a copy of a preformatted lease agreement is available. This agreement covers all standard terms and conditions, ensuring that both landlords and tenants are protected. You can download it from our Isociety App or collect a hard copy from the Estate office during working hours.
3. **Stamp Duty Calculation:** All lease agreements for 11 months will be printed on a 2% stamp duty. The calculation for the stamp duty is as follows:

Certainly! Let's outline the process of calculating the stamp duty for a rental agreement of 11 months, assuming the stamp duty rate is 2% of the total rent for the 11 months. However, registration of the rental agreement is not compulsory for agreements up to 11 months. Agreements longer than 11 months must be registered with the appropriate authority.

### HERE'S HOW YOU CAN CALCULATE IT:

Suppose the monthly rent for the property (shop, flat, 1 BHK, etc.) is 30000

Calculate the Total Rent for 11 Months:

Total Rent = 30000 X 11=330000

Summary:

Monthly Rent (R): ₹30,000

Total Rent for 11 Months: ₹330000

Stamp Duty (2% of Total Rent): ₹6600

Please note that while the stamp duty rate is generally set at 2% of the total rent for the 11 months, verifying the current stamp duty rates and any specific requirements is always a good idea, as these can vary and may be subject to change.

## CHARTER ENCOMPASSING PERTINENT INFORMATION AND DOCUMENTS REQUIRED FOR REGISTRATION OF TENANT IN PURVANCHAL ROYAL CITY, SECTOR-CHI-V, GREATER NOIDA, UP

If you have a new tenant heading to Royal City, it's essential to take care of all the necessary formalities ahead of their arrival. We kindly request that you reach out to the Estate Office promptly to acquire the required NOC and other essential documents. This ensures a smooth and hassle-free transition for both you and your tenant.

1. We kindly urge and advise against having bachelor tenants or allowing your flats to be utilized as hostels, guest houses, or mess facilities. Instead, we encourage you to consider leasing to families exclusively. Your cooperation in maintaining a family-friendly environment within the community is greatly appreciated.
2. **NOC** - Residents, including tenants, are kindly reminded that obtaining a No Objection Certificate (NOC) from the PRC Estate Administration is mandatory before shifting into or leaving the society premises. Your compliance with this requirement is greatly appreciated and helps ensure smooth transitions within the community.
3. **PROOF OF HOME OWNERSHIP:** The PRC Estate Administration may request the owner to provide proof of home ownership, such as the title deed or any other relevant documents. These documents help establish the owner's right to let out the property. Your cooperation in providing these documents when requested is greatly appreciated. Thank you for your attention to this matter
4. **GPA:** If the owner has issued any GPA/spa in favor of a person who, under the said GPA/SPA, is empowered to deal (including leasing out) with the flat of the owner, then in such an event, the attested/notarized copy of the GPA/spa has to be submitted to the estate office of PRC.
5. **BILLS:** Owners are advised to ensure that their tenants clear their respective paper bills, dhobi, ironman, grocery Bills, maintenance dues, IGL, NPCL, Internet & cable tv bills, etc., and intercom ONT and Headset before they vacate flat in PRC.
6. **PARKING RIGHTS:** The preferred arrangement is for the tenant to utilize the owner's designated parking spot for their vehicle. Parking permits and RFID tags are assigned according to the available parking spaces allotted to the respective flat owners. A new parking permit and RFID tag will only be provided to the new tenant upon surrendering the previously issued ones to the PRC estate office.
7. **FOLLOW THE RULES:** As a conscientious member, you must obtain a copy of the society's guidelines or at least familiarize yourself with the society's membership rules/ code of conduct to comply with what is considered acceptable and civilized behavior in collective living.
8. **SCREENING COMMITTEE:** Before shifting into the society premises, tenants are required to engage with the screening committee. The PRC Estate Administration reserves the right to cancel a tenant's agreement if any discrepancies are found during the screening process. Your cooperation in adhering to this protocol is appreciated. Thank you for your understanding.
9. We kindly request that you submit the following documents for your tenants well in advance. Please note that if any of the mentioned documents are missing, the PRC Estate Administration will be unable to issue the necessary NOC. Additionally, the homeowner and tenant must jointly complete the tenant information format outlined in Annexure 1.
  - a. **A LEASE AGREEMENT:** a standard template lease agreement is uploaded and available on the I society app, which the flat owners must use. That being said, the flat owners may customize the said lease agreement as per their needs and demands. The lease agreement must be printed on a 2% stamp and must be notarized by a notary public. If the lease agreement tenure is more than 11 months then in such an event, the lease agreement is mandatorily required to be registered as per registration laws.

- b. **POLICE VERIFICATION:** It is essential to verify your tenant's background with the police to confirm their credentials. This process can be completed at the nearest police station. You will need to fill out a form and provide your tenant's identification proof. The police may conduct an in-person verification at your premises. It is the responsibility of the flat owners to arrange for police verification of their tenants. The verified copy of the police verification, lease agreement, and other required documents (as listed in Annexure-2) must be submitted to the Estate office by the owner.

## **RIGHTS OF THE TENANTS**

1. Tenants are entitled to certain rights designed to safeguard their interests and ensure fair and lawful treatment. These rights can vary depending on local laws and the specifics of the lease agreement. Here are some common tenant rights:
2. Right to a habitable dwelling: Tenants have the right to reside in a safe and habitable rental unit.
3. Right to privacy: Tenants have the right to privacy within their rental units. Landlords typically cannot enter the premises without proper notice, except in emergencies or situations permitted by law.
4. Right to a written lease agreement: Tenants have the right to receive a written lease agreement detailing the terms and conditions of the tenancy, including rent amount, duration of the lease, security deposit information, and rules and regulations.
5. Right to non-discrimination: Tenants have the right to be free from discrimination based on protected characteristics such as race, religion, national origin, sex, familial status, disability, etc.
6. Right to repairs and maintenance: Tenants have the right to request necessary repairs and maintenance to keep the rental unit habitable. Landlords are generally responsible for major repairs and essential amenities.
7. Right to security deposit protection: Tenants have the right to proper handling of their security deposit, including an itemized list of deductions, if any, upon its return.
8. Right to notice before eviction: Tenants typically have the right to receive notice before eviction, allowing them time to address issues or find alternative housing.
9. Right to challenge unfair practices: Tenants have the right to challenge unfair practices or violations of their rights, including filing complaints with housing authorities or seeking legal counsel.
10. Right to pet rules: Tenants should be aware of and adhere to any rules regarding pets in the apartment.
11. Right to receipts: Tenants can receive proper receipts for deposits, rent, and maintenance payments.
12. Right to association bylaws: Tenants can obtain a copy of the association's bylaws and rules.
13. Right to common area use: Tenants have the right to use common areas and are responsible for notifying the landlord of any issues.
14. Right to neighbor privacy: Tenants should respect their neighbors' privacy and abide by the apartment bylaws.
15. Right to parking privileges: Tenants can obtain parking badges or stickers for their vehicles.
16. These rights aim to ensure fair treatment and a mutually beneficial landlord-tenant relationship.

## **TENANT RESPONSIBILITIES:**

1. Timely Rent Payment: As a tenant, your foremost obligation is to pay your rent punctually according to the agreed-upon schedule, promptly notifying the landlord of any issues or delays.

2. Create a formal undertaking document stating that the parents acknowledge their children (bachelor boys or girls) are renting a flat in Purvanchal Royal City.
3. Include a clause that any nuisance caused by their children will result in legal or police action, with the parents being the prime accused and their children as co-accused.
4. Lease Agreement Compliance: Understand and adhere to all terms outlined in your lease, including occupancy limits, pet policies, and restrictions on activities like smoking or noise levels.
5. Property Maintenance: Maintain the rental unit's cleanliness and condition, promptly report necessary repairs or maintenance issues to the landlord, and take care to prevent damage.
6. Adherence to Community Rules: Familiarize yourself with and abide by community regulations concerning noise levels, parking, garbage disposal, and use of common facilities.
7. Respect for Neighbors: Be considerate of neighbors by maintaining reasonable noise levels, avoiding disruptive behavior, and ensuring guests follow community rules.
8. Security Reporting: Promptly report any security concerns to the appropriate authorities or property management.
9. Repair Notification: Inform the landlord promptly of any repairs or maintenance issues.
10. Giving Notice before Moving Out: Provide the landlord with proper notice before moving out as per the lease agreement terms.
11. Compliance with Estate Management Rules: Follow the rules set by the Estate Management.
12. Limitations on Association Involvement: Tenants cannot attend association meetings, vote, or represent the landlord in cultural committee meetings.
13. Regular Maintenance Charges Payment: Consistently pay maintenance charges.
14. Timely Rent and Maintenance Payment: Ensure on-time payment of rent and maintenance charges.
15. Common Area Hygiene: Maintain cleanliness and hygiene in common areas.
16. Responsibility for Guest Conduct: Tenants are accountable for the actions of their guests.
17. Noise Restrictions: Avoid hosting late-night parties with loud music to prevent disturbance to other residents. Violation may lead to eviction within seven days.
18. Neighbor Privacy and PRC Guidelines: Respect neighbor privacy and adhere to PRC guidelines.

**Enclosures: Annexures 1, 2, 3, 4, 5**

1. Information of the tenant as per Annexure-1
2. List of Documents as per Annexure-2
3. NOC as per Annexure-3
4. The first schedule [see section 4(1)] form for information on tenancy Annexure-4
5. Division Of Maintenance Responsibility Between the Landlord and The Tenants

**SIGNATURE OF LANDLORD**

NAME OF LANDLORD \_\_\_\_\_

CONTACT NO.

**SIGNATURE OF TENANT**

NAME OF TEANAT \_\_\_\_\_

CONTACT NO.

## ANNEXURE 1

TENANT PHOTO  
(self-attested)

### FORMAT FOR INFORMATION ABOUT TENANTS

#### PARTICULARS OF THE TENANT

Name \_\_\_\_\_ Father /Husband Name \_\_\_\_\_

Contact Details (M) \_\_\_\_\_ (E) \_\_\_\_\_

Current address

\_\_\_\_\_

Permanent address

\_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Passport \_\_\_\_\_

Marital Status \_\_\_\_\_ Details of Aadhaar \_\_\_\_\_ PAN CARD \_\_\_\_\_

Vehicle details and registration No \_\_\_\_\_

Details of Family Members of Tenant:

Name of Member	Relationship	Age	Occupation	Aadhar NO	Pan NO

I certify that the above-mentioned details and information are true and correct

Name of Landlord \_\_\_\_\_

Contact Details (M) \_\_\_\_\_ (E) \_\_\_\_\_

Flat No \_\_\_\_\_ Tower No \_\_\_\_\_

**SIGNATURE OF LANDLORD**

NAME OF LANDLORD \_\_\_\_\_

CONTACT NO.

**SIGNATURE OF TENANT**

NAME OF TEANAT \_\_\_\_\_

CONTACT NO.

**ANNEXURE 2**  
**PURVANCHAL ROYAL CITY**

Effective immediately, the district administration has introduced a mandatory stamp duty for all rental agreements. This initiative aims to ensure legal compliance and tackle the revenue deficit the district is currently experiencing. While this rule has been in effect for a while, it is now being rigorously enforced. (• For rental agreements with a duration of less than one year, the stamp duty charge is 2% of the comprehensive annual rent.)

1. Copy of the 11-month notarized with 2% Stamp Duty or registered lease agreement with the tenant.
2. If the rental agreement is prepared for 11 months or more, the registration process becomes a must, bringing along additional costs like registration charges, stamp duty charges, etc.
3. Self-attested copy of police verification report.
4. The first schedule [see section 4(1)] form for tenancy information must be filled out and submitted to the rent authority if required.
5. Copy of the tenant's address proof and identity proof, such as a passport, PAN Card, and Aadhaar card of all family members. These documents should be self-attested.
6. Copy/s of marriage certificate, salary slip/letter from the employer.
7. The tenant shall pay administration, documentation, and lift Usage Charges to the estate office directly by cheque, DD, NEFT, Cash, etc.

**Details of Property Dealer / Manager**

Name of Property Dealer / Manager(s) \_\_\_\_\_

Contact Details (M) \_\_\_\_\_ (E) \_\_\_\_\_

Address (permanent) \_\_\_\_\_

Address (Current Address) \_\_\_\_\_

Details of Aadhaar/Voter ID/PAN Card \_\_\_\_\_

I certify that the above-mentioned details and information are true and correct

Signature of Property Dealer \_\_\_\_\_ NAME \_\_\_\_\_

The dealer must attach their Visiting card with this form.

**SIGNATURE OF LANDLORD**

NAME OF LANDLORD \_\_\_\_\_  
CONTACT NO. \_\_\_\_\_

**SIGNATURE OF TENANT**

NAME OF TEANAT \_\_\_\_\_  
CONTACT NO. \_\_\_\_\_

## ANNEXURE 3

### REQUEST TO ISSUE NOC

Date: .....

To,

The PRC Estate Management  
Purvanchal Royal City,  
GH-05, Sector-CHI-V, Greater Noida, UP-201310

Sub: Declaration, under penalty of perjury, and request to issue NOC for shifting in a rental flat in the residential complex of Purvanchal Royal City, Greater Noida.

Dear Sir,

I am the Tenant of flat No. .... Tower-..... In Purvanchal Royal City, GH-05, Sector-CHI-V, Greater Noida, by virtue of the lease/tenancy agreement, dated..... Executed by and between the undersigned and the owner of the aforesaid flat. A copy of the lease/ tenancy agreement is annexed herewith.

I have recently entered into a rental agreement with the landlord of Flat ..... in Tower No ..... As a responsible tenant, I understand the significance of adhering to the rules and regulations set forth by PRC Estate Management. It is my utmost priority to contribute positively to the community and follow all the necessary procedures and protocols.

In light of the above, I kindly request the PRC Estate management to provide me with the NOC for my rented flat. This certificate will serve as proof that the Estate Management has granted its permission for me to reside on the premises as a tenant and will ensure that I am entitled to enjoy all the facilities and amenities provided by the association.

I acknowledge that I am aware of the shifting days and times for movement within Purvanchal Royal City, Sector-Chi-V, Greater Noida, Uttar Pradesh. Movement is permitted from Monday to Saturday, between 6:00 AM and 6:00 PM. Please be advised that there will be no movement allowed on Sundays.

I hereby further confirm that I am legally entitled to take possession of the aforesaid flat as a tenant. I further confirm that I have complied with all the prerequisites to this effect.

You are therefore requested to issue the NOC for shifting into the aforesaid flat.

Thanking you.....

Name.....

Father's name.....

Present address.....

Contact Numbers.....

## **ANNEXURE 4**

### **THE FIRST SCHEDULE [See section 4(1)] FORM FOR INFORMATION ON TENANCY**

To,

The Greater Noida Authority  
Plot No. 01, Knowledge Park-04,  
Greater Noida, Gautam Budh Nagar, Uttar Pradesh 201308

1. Name and address of the landlord \_\_\_\_\_
2. Name and address of the Property Manager (if any) \_\_\_\_\_
3. Name(s) and address of the tenant, including email and contact details,  
\_\_\_\_\_
4. Description of previous tenancy, if any \_\_\_\_\_
5. Description of premises let to the tenant, including appurtenant land if any  
\_\_\_\_\_
6. Date from which possession is given to the tenant  
\_\_\_\_\_
7. Rent payable as in section 8 \_\_\_\_\_
8. Furniture and other equipment provided to the tenant \_\_\_\_\_
9. Other charges payable
  - 1) The Electricity Charge for Main Supply and DG Supply was paid by the tenant
  - 2) Water Charges Paid by the Tenant
  - 3) Extra furnishing, fittings, and fixtures PAID BY THE TENANT
  - 4) Another service \_\_\_\_\_
10. Attach tenancy agreement ATTACHED
11. Duration. of tenancy (Period for which let) 11 Months

**SIGNATURE OF LANDLORD**

NAME OF LANDLORD \_\_\_\_\_

CONTACT NO.

**SIGNATURE OF TENANT**

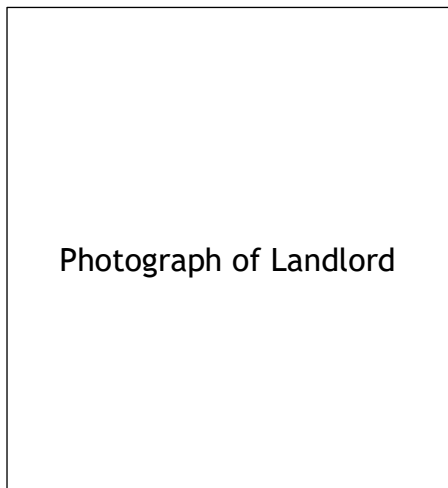
NAME OF TEANAT \_\_\_\_\_

CONTACT NO.

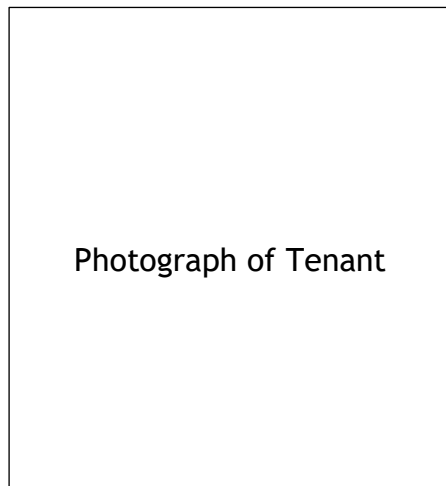


12. Permanent Account Number (PAN) of landlord \_\_\_\_\_
13. Aadhaar number of Landlord \_\_\_\_\_
14. Mobile Number & E-mail id of landlord \_\_\_\_\_
15. Permanent Account Number (PAN) of tenant \_\_\_\_\_
16. Aadhaar number of tenants \_\_\_\_\_
17. Mobile Number & E-mail id of tenant \_\_\_\_\_
18. Permanent Account Number (PAN) of Property Manager (if any) \_\_\_\_\_
19. Aadhaar number of Property Manager (if any) \_\_\_\_\_
20. Mobile Number & E-mail ID of Property Manager (if any) \_\_\_\_\_

Name and Signature of Landlord



Name and Signature of Tenant



Enclosed:

1. Tenancy Agreement.
2. Self-attested copies of PAN and Aadhaar card of the Landlord.
3. Self-attested copies of PAN and Aadhaar card of the Tenant.
4. Self-attested copies of PAN and Aadhaar Card of the Property Manager, if any

**SIGNATURE OF LANDLORD**

NAME OF LANDLORD \_\_\_\_\_

CONTACT NO.

**SIGNATURE OF TENANT**

NAME OF TEANAT \_\_\_\_\_

CONTACT NO.

## **ANNEXURE 5**

### **DIVISION OF MAINTENANCE RESPONSIBILITY BETWEEN THE LANDLORD AND THE TENANTS**

Unless otherwise agreed in the tenancy agreement, the landlord shall be Responsible for repairs relating to matters falling under Part A, and the Tenant shall be responsible for matters falling under Part B.

#### **Part A:**

##### **Responsibilities of the Landlord**

1. Structural repairs, except those necessitated by damage caused by the tenant.
2. The whitewashing of walls and painting of doors and windows.
3. Changing and plumbing pipes when necessary.
4. Internal and external electrical wiring and related maintenance when necessary.

#### **Part B:**

##### **Periodic repairs are to be done by the tenant**

1. Changing of tap washers and taps.
2. Drain cleaning.
3. Water closet repairs.
4. Wash Basin repairs.
5. Fire System.
6. Geyser repairs.
7. Circuit breaker repairs
8. Switches and socket repairs.
9. Repairs and replacement of electrical equipment, except for major internal and external wiring changes.
10. Kitchen and fixtures repairs.
11. Replacement of knobs and locks of doors, cupboards, windows, etc.
12. Replacement of fly-nets.
13. Replacement of glass panels in windows, doors, etc.
14. Maintenance of gardens and open spaces let out to or used by the tenant.

##### **SIGNATURE OF LANDLORD**

NAME OF LANDLORD \_\_\_\_\_  
CONTACT NO. \_\_\_\_\_

##### **SIGNATURE OF TENANT**

NAME OF TEANAT \_\_\_\_\_  
CONTACT NO. \_\_\_\_\_

**FOR ESTATE OFFICE USE ONLY.**

ACCOUNTS DEPARTMENT: FOR MAINTENANCE DUES, IF ANY

FLAT NO TOWER NO NAME OF ALLOTTEE

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MAINTENANCE DUES

WATER DUES

DG METER DUES

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ACCOUNTANT SIGNATURE

ESTATE OFFICER CONFIRMATION

**PARKING STICKER RETURN FROM OLD TENANT/ALLOTTEE - YES/NO**

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**ANY DUES BALANCE FROM THE OLD TENANT - YES/NO**

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**NPCL AND DG METER STATUS IN THE FLAT - YES/NO**

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**TENANT POLICE VERIFICATION DID - YES/NO**

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ALL THE PAGES OF THE CHARTER ENCOMPASSING PERTINENT INFORMATION AND DOCUMENTS REQUIRED FOR THE TENANT'S REGISTRATION MUST BE DULY SIGNED BY BOTH THE LANDLORD AND THE TENANT. **YES/NO**

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DOCUMENT CHECKED BY HELPDESK TEAM

DATED: -

The administration, documentation, and lift usage charges for tenants are detailed in the following paragraphs.

**TENANTS AND BROKER CHARGES**

The charges for shifting into various apartments are as follows:

A1 & A2 Apartments: Rs 7500/- + GST

1BHK Apartments: Rs 4500/- + GST

B1 Apartments: Rs 5500/- + GST

A3 Apartments: Rs 6500/- + GST

SHOP: Rs 5500/- + GST

Internal Shifting Charges for Flat & Shop

For tenants moving within the same tower or to another tower (up or down a floor): ₹3500 (including GST)

Charges to the Dealer: ₹3500 (GST included)

RENTAL EXECUTIVE SIGNATURE

RENTAL MANAGER SIGNATURE

HEAD OF PRC ESTATE ADMINISTRATION