

# **VRINDA CITY RENTAL APPLICATION FORM**

Vrinda City, Plot No. GH-02, Sector PHI-4, Greater Noida, U.P-201308

**EMAIL – [vcmu.recharge@gmail.com](mailto:vcmu.recharge@gmail.com)**

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## **DETAILS & CONSENT OF FLAT OWNER WISHING TO GIVE FLAT ON RENT**

1. Flat No. \_\_\_\_\_
2. Name of Owner \_\_\_\_\_
3. Name of Joint Owner \_\_\_\_\_
4. Membership # \_\_\_\_\_
5. Type of Parking (Covered/Open) being made available for rent YES/NO
6. Present Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Telephone Nos Office \_\_\_\_\_  
Res: \_\_\_\_\_ Mob: \_\_\_\_\_  
Email ID \_\_\_\_\_
9. Emergency Contact Name \_\_\_\_\_  
Emergency Contact Mobile \_\_\_\_\_
10. Alternate Email ID \_\_\_\_\_

### **Undertaking**

I unconditionally undertake to get the flat vacated in case of any issues reported by the Society related to the tenancy of my tenant.

(Signatures of Flat Owner/Authorized Rep.)

(Letter from Owner is required in case of Authorized Representative and Personal ID of Authorized Representative is also needed)

Date.....

# **VRINDA CITY RENTAL APPLICATION FORM**

*(All fields are mandatory, incomplete form can't be processed)*

**Photograph of  
Head of the  
family to be  
affixed with  
this form**

Time for moving-in and moving out is 10:30AM- 4:00PM on all days.  
Move-in/out is **NOT allowed on Sunday.**

1. Name \_\_\_\_\_
2. Father's/Husband's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_
4. Marital Status \_\_\_\_\_ Anniversary Date \_\_\_\_\_
5. Telephone Numbers: Office \_\_\_\_\_  
Res: \_\_\_\_\_ Mobile No \_\_\_\_\_
6. Email ID \_\_\_\_\_
7. Occupation \_\_\_\_\_
8. Name and address of Company/Organization- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Designation \_\_\_\_\_
10. Current address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Previous address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Permanent address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Name & Phone of previous Landlord \_\_\_\_\_  
\_\_\_\_\_
14. Reasons for vacating earlier premises \_\_\_\_\_  
\_\_\_\_\_
15. Particulars of other family members who will live with the Tenant:

	<b><u>Full Name</u></b>	<b><u>Relationship</u></b>	<b><u>Age</u></b>	<b><u>Occupation</u></b>	<b><u>Blood Group</u></b>
(a)	.....	.....	.....	.....	.....
(b)	.....	.....	.....	.....	.....
(c)	.....	.....	.....	.....	.....
(d)	.....	.....	.....	.....	.....

16. Have you lived in Vrinda City in the past?  
(If yes, Tower \_\_\_\_\_ Flat # \_\_\_\_\_ Month/Year \_\_\_\_\_)
17. Name & Permanent Address of domestic servant(s) (part/full time) -  
\_\_\_\_\_  
\_\_\_\_\_

(Photo and ID of domestic servant(s) to be attached with the form)

18. Emergency Contact Name \_\_\_\_\_  
& Phone Nos. \_\_\_\_\_
19. Emergency Contact Email \_\_\_\_\_

**Detail of Vehicle(s) -**

	<u>S.No.</u>	<u>Vehicle No.</u>	<u>Type</u>	<u>Colour</u>
(1)	.....	.....	.....	.....
(2)	.....	.....	.....	.....
(3)	.....	.....	.....	.....

**Note:**

- a. Security Personnel may deny entry of vehicle to the Vrinda City complex without Vehicle Entry Pass/Sticker
- b. Vehicle Entry Pass/Sticker may be collected from Society office after submitting the Vehicle Registration Certificate(s).
- c. Vehicle Entry Sticker must be displayed on the front window shield at all times
- d. Overnight parking of commercial vehicle(s) not allowed inside Vrinda City complex.

**Signature of Tenant:-** ..... **Date:** .....

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**INTRODUCER**

One of the following can be the introducer. (Provide ID if introducer is C)

- a) Owner/ Owner’s Authorized Person
- b) Vrinda City Resident Member / Tenant.
- c) Any Other (Please mention).....

Name .....  
Address.....  
Phone Landline .....Mobile.....

**Undertaking by the Introducer**

I.....have known the Tenant for \_\_\_\_\_ years and I take full and unconditional responsibility for good conduct of Tenant(s) during his/her/their stay in Vrinda City, Greater Noida.

**Sign of Introducer:** ..... **Date:** .....

## Undertaking by the Tenant

I/We voluntarily & unconditionally undertake that:-

- a) I/We shall abide by the byelaws of the Vrinda City Society, which we know are available in the Vrinda City office. In case of non-adherence/ non-compliance, my tenancy would be liable to be terminated.
- b) The rented premises will be used ONLY for residential purposes and NOT for any sort of commercial activities whatsoever. Any violation of this will be ground for immediate termination of my/our lease agreement.
- c) I/we acknowledge that I/we will **NOT** be allowed to bring my/our vehicle(s) inside the Vrinda City, Gr. Noida campus, if parking space is not made available with the flat.
- d) I/we understand and agree that I shall have to pay the electricity charges on actuals and Monthly Maintenance Dues at the rate of Rs. 1.50/sft on pre-paid basis. I also agree to pay Rs. 500/ towards power backup, for which currently I will get 30 free units. I agree to any revision of the rates during my tenancy.
- e) That at the expiry/termination of tenancy, I/we will have to produce **No Dues Certificate (NOC)** from the owner and the Society before Society Office will issue Gate Pass. This will have to be submitted at the gate for allowance of the luggage to be taken out of Vrinda City.
- f) A copy of the Lease/Rent Agreement deed between the flat owner and the tenant on Rs.100/- stamp paper DULY ATTESTED BY THE NOTARY will be submitted to Society Office within 2 weeks of the lease agreement/my moving in the Society. Any extension of Lease will be delivered to Society Office promptly.
- g) I agree to pay Rs. 3,000/ towards 'move-in and welcome charges' to Vrinda City in cash before move-in.
- h) In addition to the byelaws of the Vrinda City, I/we shall obey all prevalent rules including but not limited to traffic rules.
- i) My/our vehicle/vehicles will always be driven with a valid license and two-wheeler always be driven with suitable helmet.
- j) My/our/our visitor's vehicle(s) will be parked at proper parking space in an orderly manner. If any vehicle that belongs to me/my visitor is not parked properly, I agree Society may charge a penalty of Rs. 250/ per violation on providing proof of violation.
- k) Learning to drive any vehicle inside the Vrinda City complex is not allowed.
- l) I/we shall maintain cleanliness of the surroundings of the flat at all times
- m) I/we shall not cause any inconvenience/disturbance to the neighbors, and that I/we shall be responsible for the behavior/ conduct of my family members and my guests.

- n) I unconditionally allow Vrinda City to get my / my family's Police Verification. I/we further agree that if verification report indicates any undesirable activity/record/history, then I/we would be liable to vacate the flat immediately at my expense and no amount will be refunded to me.
- o) Any guests visiting me/us will always cooperate and make a clear entry in security register kept at the main gate.
- p) That I/we have been advised to buy an appropriate insurance policy for securing our belongings inside the premises.
- q) I declare that do/do not possess any firearm. If YES, then provide:
  - i) Detail of firearm \_\_\_\_\_
  - ii) License details (Lic. No \_\_\_\_\_ issued by \_\_\_\_\_ valid upto \_\_\_\_\_) copy to be submitted along with the application.
- r) I also undertake to notify the Society and provide copy of the license should I acquire a fire-arm during my tenancy in Vrinda City.
- s) I acknowledge the time for moving-in and moving out is 10:30AM- 4:00PM on all days. Move-in/out **NOT allowed on Sunday.**

\_\_\_\_\_  
Initials

**Authorization:**

I/we authorize verification of information I provided in the application. I also authorize communication with people listed on this application.

I/We warrant that the statements made on the Rental Application ("Application"), are material representations that have been relied upon by Landlord and Society. If any material facts in Application are untrue, Landlord/Society (as applicable) shall have the right to: (a) terminate Lease, (b) hold Tenant liable for any and all damages to the Premises, (c) exercise all legal and equitable rights and remedies, and (d) recover reasonable attorney's fees and costs and all costs incurred to reclaim the Premises and to rent the Premises to another tenant (e) Refuse any future rentals to me.

**Tenant** \_\_\_\_\_

**Joint Tenant**

Signature: .....

Signature.....

Full Name:.....

Full Name: .....

Dated.....

**2. Checklist of Documents to be provided with the application:**

- Self-attested Photocopy of Lease Deed (within 2 weeks of move-in)
- Photograph of Head of the Family / Lease Holder
- Employment confirmation Letter on Company Letter Head with Seal OR Copy of employee ID
- If Self Employed- then evidence of Being Self-Employed
- ID Proof (Any one – Voter ID/ Passport/ PAN)
- Address Proof (Any one – Bank Statement, Passport, Voter ID, Electricity/Aadhar Card /PNG Bill etc.)
- Police Verification
- Vehicle Registration Certificate copy

**For Vrinda City Office use**

Member of Rental Committee	Remarks	Signature	Date
1. -----	-----	-----	----
2. -----	-----	-----	----

**APPROVED**

**NOT APPROVED**

Payment of Entry Charges Rs. 3,000/

Rs. -----/-

Receipt No:-----

Date: .....

All papers and photocopies checked and received in good order and condition

Signature of Office Staff.....

Name of Office Staff .....

## किरायेदारों की सूचना का प्रारूप. जनपद-गौतमबुद्धनगर

1. मकान मालिक का नाम.....पिता का नाम.....  
व्यवसाय व कार्यालय का पता (थाना सहित).....  
.....  
फोन नं.....
2. घर का पता (थाना सहित).....  
फोन नं.....

किरायेदार का  
फोटो

किरायेदारों का विवरण, जिसे मकान किरायें पर दिया गया हैं।

1. नाम.....पिता का नाम.....
2. व्यवसाय व कार्यालय का पता व फोन नं0 (थाना सहित).....  
.....  
.....

नोट:- कार्यालय का प्रमाण पत्र संलग्न करें।

3. परिवार के सदस्यों की संख्या :

	नाम	उम्र	रिश्ता
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	वर्तमान पता (थाना सहित).....		
5.	पूर्व निवास का पता (थाना सहित).....		

टेलिफोन नं0.....छोडने की तिथि.....

6. स्थायी पता व टेलिफोन नं0(थाना सहित).....
7. निम्न में से किसी एक का विवरण

(पासपोर्ट, ड्राइविंग लाइसेंस, शस्त्र लाइसेंस, राशन कार्ड, मतदाता पहचान पत्र, किसी संस्थान के विभागाध्यक्ष द्वारा जारी किया गया पहचान पत्र)

किरायेदार के हस्ताक्षर/अंगूठा निशानी

मकान मालिक के हस्ताक्षर