

Conditions/pre-requisites to be followed for leasing Flat in Airport City Phase-1 on rent to a tenant

- 1 Flat is to be leased on rent as under:
 - 1.1 Preferably to a service holder
 - 1.2 Flat is to be leased on rent preferably to a **family**
 - 1.3 No flat is to be leased on rent to a Company/Guest House
 - 1.4 Flat owner must have cleared all his maintenance dues

2. All allottee may come personally to show their flat to a proposed tenant preferably only on Saturday and Sunday.
(If allottee himself cannot come with tenant then tenant must carry an Authorized letter from allottee.)
 - 2.1 New tenant together with allottee, after visiting/inspection of the flat, must **meet** authorized executives of Airport City Flat Owners Association (ACFOA) and for which allottee/tenant must take prior appointment. After interaction with tenant, authorized executive will clear whether allottee can enter into agreement to lease his flat with the said tenant.
 - 2.2 Before entry into the complex with / without luggage NOC (NO OBJECTION CERTIFICATE) is a **MUST** that He / She should obtain from ACFOA (Airport City Flat Owners Association)

3. The lease agreement must contain, inter alia, the followings and are to be followed by tenant.
 - 3.1 Tenant will abide by all Rules and Regulations/By-laws/instructions of Airport City Flat Owners Association which are issued from time to time
 - 3.2 No 'paying guest' will be entertained by the tenant.
 - 3.3 No loud music to be played which causes discomfort to neighbors.
 - 3.4 Tenant will park his 4-wheeler only on nominated car parking (no of 4-wheeler and car park no is to be mentioned in the agreement).
(If tenant has more than one 4-wheeler or no allotted car parking, in such case, tenant of his own may enter into agreement with other car park owners who do not have a car, for parking his 4-wheeler; otherwise that 4-wheeler will not be allowed to enter the premises).
 - 3.5 Tenant must inform before agreement if he/she has any pet dog and an undertaking is to be given that he/she himself will take the said dog for roaming and nature's call outside the premises, since the premises (open space) is limited one, no dog will be allowed to roam inside the campus.

No resident can keep any domestic animal within Airport City Complex without abiding by the local (North Dum Dum) Municipal bye-laws and Regulations.
 - 3.6 If any complain against the tenant is made from Association, then Allottee will terminate the lease agreement giving one-month notice.
 - 3.7 No garbage is to be thrown through window or from balcony but should be collected and handed over to safaiwala.
 - 3.8 Water discharge pipe from Air conditioner is not allowed to through water in air but is to be connected up to the drain.

- 3.9 Heavy materials like Amirah, Refrigerator, Bed, two/three seated sofa set and bulky items are not to be carried by lift but to be carried over stair case. If there is any damage to the properties of ACFOA then the concerned party has to pay for it.
- 3.10 Whenever agreement is renewed, NOC must be obtained from ACFOA, a copy of fresh agreement is to be submitted by the allottee
- 3.11 Before vacating the flat after completion of tenancy agreement, tenant /Allottee must inform in writing to Association and obtain NOC from ACFOA which has to be submitted to the Security Desk.
- 3.12 Tenant / Allottee has to ensure that annual maintenance charge is regularly paid to ACFOA.
4. The format issued by Bidhannagar Police Commissionerate for information of landlord (allottee)/tenant is to be filled up by Allottee and Tenant (minimum three copies) and to be submitted in local Police station.
- 4.1 Names of family members of Tenant with relationship and age are to be clearly written in the Tenant Information Form issued by ACFOA. If necessary, separate sheet may be used.
- 4.2 Photograph of all family members of tenant are to be affixed.
- 4.3 Copies of IDs of leading (major) members of the family of the tenant are to be attached.
- 4.4 Any document like 'marriage certificate' if demanded by Association then that is to be submitted.
5. If relatives of Tenant is staying with him for night stay/limited period, intimation to be given to the Security Desk. If stay is more than 03 months and relative is above 18 years old Police Verification to be done.
6. Overcrowding to be avoided, generally at 2BHK - not more than 05 persons, 3BHK – not more than 07 persons for smooth utilization of resources. Kitchen should not be used for commercial purpose.
7. No heavy vehicle like TATA- 407 and onwards is allowed to enter inside the complex with Luggage
8. This procedure is being issued after due deliberation and approval of the executive committee of the Airport City Flat Owners Association(ACFOA) and is expected to be beneficial to all residents of Airport City PH-1. **No precedence can be cited for any relaxation.**

By order

Airport City Flat Owners Association

I/we shall abide by all Rules and Regulations of the Association laid down in para 1 to para 8 and submit the undertaking to follow those Rules and Regulation.

Signature:

Name of Tenant:

Signature:

Name of Allottee: