

No. 21/2019-20 Date - 21/9/19.

Convenor. Discipline Committee

This circular was used by the old body on 17/8/17. This may please be fresh. Rules may pls be framed to come up further.

K. L. S. 21.9.2019

TENANCY RULES:

- 5. Flat owners are requested to use their discretion while letting out their flats on rent.
- 6. Under no circumstances flats should be let out for purposes other than residing preferably by families. Flats cannot be let out for any commercial activity, nor to be used as a guest house/student-mess/any office/any other commercial activity.
- 7. Flat owners are required to inform the general secretary of the society in writing before letting out any flat and submit the following documents:
  - d) A copy of rent agreement
  - e) Full particulars of the proposed tenant with photograph.
  - f) A copy of the declaration made by him in the local police station.\*
- 8. The concerned tenant must submit the following documents to the general secretary before occupying the flat:
  - d) An undertaking that he/she would abide by all the rules and regulations of the society.
  - e) Details of the family members who would be residing with him/her.
  - f) Details about the vehicles to be used by him/her and other family members.

\*The flat owner can download the declaration form from the web site of the commissioner of police, Odisha (<http://bhubaneswarcuttackpolice.gov.in>) and submit the form duly filled in, in person or by registered post to the local police station.

5. The tenant would be required to obtain a gate pass duly signed by the General Secretary for the vehicle carrying his belongings to enter the premises. This pass is required to be produced both at the gate and also at the tower security. Similarly any tenant who is changing his place of residence is also required to obtain a similar pass from the General Secretary for moving out his belongings.

6. All owner's/tenant moving in or moving out of any apartment or any tower shifting is required to pay a Hauling charge of Rs.5000/- to the society.

7. For any damage caused to the properties of the society by the tenant during his stay in cosmopolis, he would be required to pay compensation as decided by the society.

*[Signature]*  
PRESIDENT  
19/9

*[Signature]*  
JOINT SECRETARY  
17/8/17

*[Signature]*  
17/8/17  
VICE PRESIDENT

JOINT TREASURER

*[Signature]*  
16-8-17  
GEN SECRETARY