

CHECK LIST

(to be submitted along with every lease proposal for hiring residential accomodation on Authority/self lease)		
S. No.	Particulars	
1	Name of Applicant	
2	Designation	
3	Nature of existing Lease Authority/Self	Authority/Self
4	Period of existing Lease	
5	Nature of proposed lease Authority/Self	Authority/Self
6	Period of proposed lease	
7	Date of purchase of Stamp Paper	
8	Declaration regarding spouse is not provided within government accommodation is attached.	Yes/No
9	Willingness of land lord (in case of Authority Lease)	Yes/No
10	Lease Agreement duly signed by the House Owner	Yes/No
11	Proof of House Ownership as mentioned in Lease Application	Yes/No
12	House owner PAN card copy, if applicable	Yes/No
13	Details of bank account like- account no., IFSC code, Bank name and branch for transfer of lease rent given	Yes/No
14	Copy of existing lease, if any	Yes/No
15	In case of foreclosure of existing lease NOC from landlord/ one month notice given to landlord	Yes/No
16	Whether Lease Application has been signed by the Officer/ Staff	Yes/No
17	Date of receipt in Admn. Division	

Signature of Applicant

NATIONAL HIGHWAYS AUTHORITY OF INDIA
Application for Authority – Lease Accommodation

1. Name _____ Designation _____
 a) Regular b) Deputation c) Long Term Contract
 Present Tenure upto (deputation/contract) _____
2. Date of Joining NHAI _____ Place of Working/Division _____
3. Pay (Pay Band) _____ and Grade Pay _____
4. Lease rent entitlement of the applicant: Rs. _____ per month
5. Details of Existing Lease and Proposed Lease:

Particulars	Present Lease, if any	Proposed Lease applied for
Self/Authority		
Address of premises taken / Proposed to be taken on Lease		
Name and Address of property owner		
Rent approved / proposed per month (within in entitlement) (in Rs.)	Rs. _____	Rs. _____
Period of Lease	From _____ to _____	From _____ to _____

6. (i) Relationship with the owner, if applicable: _____
 (ii) Whether dependent on the applicant: _____
 (iii) If dependent, Income of dependent from all sources: Rs. _____
7. The landlord is agreeable to the NHAI's standard terms and Conditions of lease agreement. The Lease Agreement duly signed by him is submitted duly witnessed by me. The undertaking/willingness of the house owner is also enclosed.
8. I hereby undertake that :-
 (i) I have arranged and occupied the accommodation as proposed in column at Sl.No.05 above for my own residential use, on lease through NHAI. The rent being charged by the house owner for this accommodation @ Rs. per month is reasonable as per prevailing market rates of the area and is within my entitlement.

- (ii) I am not claiming/ availing anything extra of this lease arrangement.
- (iii) The full amount of electric and water charges for the lease accommodation will be borne by me and paid to the concerned authorities.
- (iv) I will inform NHAI in advance for vacation of the leased premises on leaving the services of NHAI and/or on my transfer outside Delhi.

9. It is certified that:-

- (i) My spouse is not working in any Govt. organization/PSU/autonomous body/local body etc.; or
- (ii) My spouse Mr./ Mrs is working as in which is a Government organization/PSU/autonomous body/local body etc. He/she has not been allotted any Government Accommodation either by the Directorate of Estates or by his/her employer.

10. The ownership of the accommodation is in the name of Mr./Mrs./Ms and I am enclosing true photocopies of either of following as proof of owncr-ship. The PAN No. of Lessor (House Owner) is

- a) Title Deed
- b) Power of Attorney
- c) Possession Letter/Slip
- d) Latest Paid House Tax Receipt
- e) Latest Water Bill Receipt issued by Delhi Jal Board or concerned Govt. Authorities
- f) Letter issued by President/Secretary of the society certifying ownership (in case of flat of Group Housing Society).

11. I do hereby declare that the information given above is true to the best of my knowledge and I have not concealed or withheld anything in this respect and in case the above facts are found incorrect at any time, I shall be held responsible for the same including any financial recoveries.

Signature.....

Name

Designation.....

Division.....

Date.....

To:

Dy. General Manager (Admin.)

RENT DEED [LEASE AGREEMENT]

This Lease Deed made in Delhi on _____ Between _____
owner of H.No. _____ and resident of House/Flat No. _____
_____ hereinafter called Lessor [which assigns] on the ONE PART
and the National Highways Authority of India [NHAI], G-5&6, Sector-10, Dwarka, New Delhi,
through Dy. General Manager [Admin], hereinafter called the Lessee [which expression shall
include its successors and assigns] on the OTHER PART for the exclusive residential use of
Mr/Ms..... Post..... an employee of the Authority.

WHEREAS the Lessor has agreed to lease out the aforesaid Flat/House to the NHAI;

AND WHEREAS the NHAI has agreed to take on lease the said Flat/House for the
bonafied use of Mr/Ms..... Post..... for residential purpose.

NOW THIS RENT DEED WITNESSETH AS UNDER

That the Lessor hereby leases to the Lessee the residential accommodation in House/Flat
No. _____ consisting purely for the residential use by the said
Mr/Ms..... Post..... together with all built-in fittings and fixtures under the following
terms and conditions:

- [a] That lessee agrees to pay to the lessor in advance by the 10th of each month a monthly
rent of _____ /- [Rupees _____].
- [b] That the above rent includes House Tax, Ground Rent and all other taxes payable by the
Lessor to any municipal body or local authority in respect of the aforesaid Flat/House.
- [c] That the lessee shall directly pay water and electricity charges according to meter
readings as per bills of concerned authorities, under intimation to the Lessor.
- [d] That the lessee shall be liable to bear the cost of breakages, damages to the sanitary,
electrical and other fittings and fixtures during the lease period.

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[e] That the Lessee shall not make any structural additions or alterations without the written permission of the Lessor.

[f] That the Lessee shall not sublet the premise in whole or any part thereof without the written permission of the Lessor and at the time of vacating the premises will hand over vacant possession of the premises to the Lessor or his authorized agent.

[g] That at the time of occupation, the Lessee shall ensure that all sanitary, electrical and other fittings and fixtures are in perfect order and shall be responsible to restore them in the conditions in which they have been taken over, natural wear and tear excepted.

[h] That the Lessee shall allow the Lessor or his authorized agent to enter the said premises at reasonable hours and after reasonable notice and when necessary for inspection, repairs etc.

[i] That the Lessor shall carry out necessary repairs and maintenance of the premises during the lease period.

[j] That during the currency of this lease agreement, the Lessee shall have the right to vacate the premises by giving a minimum of one month's notice in writing.

2. That the lease is for a period commencing from _____ to _____. The Lessee shall give vacant possession of the premises to the Lessor after expiry of the said period in reasonably good condition.

3. In the event of Mr/Ms..... Post..... severing connections with the NHAI or is transferred from New Delhi the Lessee shall forthwith inform the Lessor and shall arrange to hand over vacant possession, agreement shall terminate.

IN WITNESS WHEREOF the parties have set and subscribed their hand in presence of the witnesses mentioned herein below.

LESSOR

LESSEE

**Dy. General Manager[Admin]
NHAI**

WITNESSES:

1.....

2.....

Handwritten signature

WILLINGNESS/ UNDERTAKING FROM HOUSE OWNER

1. I am the owner of H.No./Flat No.
.....
2. I am willing to lease my above mentioned accommodation for residential purpose of Sh./Smt. through NHAI for a period ofyears..... months w.e.f.
3. Monthly rent is Rs. which may be paid by NHAI as per lease agreement enclosed.
4. My PAN number (mandatory, if rent is more than Rs.10,000/- per month) is.....

Signature.....

Name.....

Address.....

.....

.....

New Delhi

Date:

