

INTIMATION LETTER FOR SIGNING THE LEASE DEED

I have fixed up a house for my residential purpose. The premises is located at _____ .The Owner of the flat is. _____
The monthly rent will be Rs. _____.The deed has been finalized as per format prescribed by the Administration Department.

Administration Department may kindly sign the deed with flat owner.

I utilized the service of a property agent; M/s. _____.They may be paid brokerage at the prevailing market rate viz 15 days rent. I have not availed of this facility of agent's commission charges earlier.

Signature of Employee _____

Name _____

Date:

Designation _____

- Encls: i) Lease Deed -Annexure III
ii) Declaration -Annexure V
iii) Undertaking -Annexure VII

SJVNL

(1) I am satisfied and hereby certify that Shri _____ is the owner and landlord/landlady of the House No. _____.

(Signature)

Date:

Name:
Designation:
Administration Department