 **E-Legal-Associates**  

**OFFLINE - LEAVE AND LICENSE - FORM**

* **Owner/s Information- (Licensor/s)**

1. Full Name -

Age: Years -

Occupation -

PAN -

UID (Aadhar No) -

Mobile No -

Email-id: -

Address: (with Pin code) -

1. Full Name -

Age: Years -

Occupation -

PAN -

UID (Aadhar No) -

Mobile No -

Email-id: -

Address: (with Pin code) -

**[Optional:**

* **Power of Attorney/Proprietorship/Partnership/ Public Limited Company/Private Limited Company/Limited Liability Partnership/Joint Venture/Trust/Co-Operative Society/Huf’s Information –**

Full Name -

PAN -

UID (Aadhar No) -

CIN No. -

Mobile No -

Email-id: -

Address: (with Pin code) -

**: Optional]**

* **Tenant/s Information : (Licensee/s)**

1. Full Name -

Age: Years -

Occupation -

PAN -

UID (Aadhar No) -

Mobile No -

Email-id: -

Address: (with Pin code) -

1. Full Name -

Age: Years -

Occupation -

PAN -

UID (Aadhar No) -

Mobile No -

Email-id: -

Address: (with Pin code) -

**If More than 2 Licensor/s or Licensee/s then adds the same above details:-**

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* **Terms and Conditions –**

0) **Property Type – Residential or/ Commercial** -

1) Leave and License **period** **Months** -

**Commencing** from (DD/MM/YY) -

and **Ending on** (DD/MM/YY) -

2) **Rent (License Fees) & Deposit:**

**Per month** - Rs.

Interest free refundable **Deposit** - Rs.

Non- Refundable Deposit (if any) - Rs.

3) **Mode of Payment of Deposit:**

By Cash. Amount - Rs.

**OR**

Paid by **Cheque No.** -

**Dated** -

Drawn on the **Banking Account** **Bank** -

**Branch Name**  -

Amount - Rs.

**OR**

Paid By Internet Banking

Reference No. -

Bank Name -

Date -

4) **Maintenance Charges:**

Paid by the Licensor. (Owner)

**OR**

Paid by the Licensee (Tenant) -

5) (Optional clause) **Lock in period: (Months) -**

6) Leave & License **Registration: Expenses**

Shall be borne by the **Licensee/Licensor/Both -**

7) Any other **Miscellaneous Clause/ Terms and Conditions** -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE I – Property Details**

**(Rented/Licensed Flat/Property Details)**

**Apartment/Flat No/Shop/Office/Bungalow No** -

**Built-up (Area): or Carpet Area** (Sq.ft or Sq. Meter) -

**Gallery/Terrace – Area** (Sq.ft or Sq. Meter) -

**Parking No./Area /Space** (Sq.ft or Sq. Meter) -

**Floor No.** -

**Society/Apartments/Building Name known as** -

**Survey No/ Gat No./CTS No/Final Plot Number -**

**Main Area Name/Village/Ward Office -**

**Tehsil (Taluka) Name -**

**Dist -**

**Pin Code -**

**PUNE MUNICIPAL CORPORATION / PCMC/ -**

**Grampanchayat/ Cantonment/ Any other**

**SCHEDULE II – Furniture and Fixtures:-**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Required for Online Leave and License Registration:-**

**Pan Card / any Identity Card Copy**

**Light Bill/Index 2/Property Tax Copy of Rented Flat/Licensed Flat.**

**One Passport size Photograph of Licensee/s & Licensor/s.**

**Call for Appointment/ Booking – 9890669303 / 9271643926**

**Address: Shop No. 3, Prathamesh Apartment, Behind Katraj Dairy, Near Narayani Dhaam, Katraj Pune – 411046**

[**www.maheshzirape.com**](http://www.maheshzirape.com)