

The President,  
Shalimar Enclave,  
Resident's Welfare Association  
Dhakoli, Zirakpur, Punjab  
Distt. SAS Nagar, Mohali—140603.

Dear Sir,

I \_\_\_\_\_,(owner) inform to the society that the house No.\_\_\_\_\_, in the society complex is let out for rent w.e.f \_\_\_\_\_. As required, please find the details of tenant(s) staying in the house.

TENANT CREDENTIALS

1. Name of Tenant: - \_\_\_\_\_

2. Father's Name: - \_\_\_\_\_

3. Spouse Name :- \_\_\_\_\_

4. Rented Property details: House No ..... Ground Floor/**1stFloor/2ndFloor(Tick applicable)**

5. Number of Family Members: Adult \_\_\_\_\_ Children \_\_\_\_\_

6. Occupation of Tenant (with address):- \_\_\_\_\_

7. Telephone/Mobile No. :- Residence \_\_\_\_\_ Office \_\_\_\_\_

8. Registration No. of Vehicle (if any):- \_\_\_\_\_

9. Previous Address:- \_\_\_\_\_

10. Permanent Address: - \_\_\_\_\_

(Signature of Tenant)

Attestation by Landlord/Landlady

I certify that the above information given is correct and will continue to give future information as and when present tenant/tenants vacate(s) the rented accommodation in advance.

(Signature of Landlord/Landlady)

PS: A copy of rent agreement/lease deed is attached herewith.