

Particulars	Amount Paid	GRN/Transaction Id	Date
Stamp Duty	Rs. _____/-	<u>MH0000000000000000E</u>	<u>DD/MM/YY</u>
Registration Fee	Rs. _____/-	<u>MH0000000000000000E</u>	<u>DD/MM/YY</u>

Note:-

- 1) Do not fill blank fields. Only read the terms and conditions. We will fill the blank fields for you. You just have to send us required documents (The List of required documents is mentioned at the last page of this draft)
- 2) Online Agreement can be done only in Govt. Standard draft.

LEAVE AND LICENSE AGREEMENT

(Govt. Standard Draft)

This agreement is made and executed on / /20 at PUNE
Between,

Mr/Mrs. _____

Age : Years,

PAN : _____ Aadhaar: _____

Residing at:

Flat Number : , Floor : , Building Name : _____

Road : _____

Village : _____ City : _____ Pincode : _____

HEREINAFTER called '**the Licensor**' (which expression shall mean and include only Licensee above named).

AND

Mr/Mrs. _____

Age : Years,

PAN : _____ Aadhaar: _____

Address as on Aadhar Card:-

Flat Number : , Floor : , Building Name : _____

Village : _____ City : _____ Pincode : _____

(We can add multiple tenants)

HEREINAFTER called '**the Licensee**' (which expression shall mean and include only Licensee above named).

WHEREAS the Licensor is absolutely seized and possessed of and or otherwise well and sufficiently entitled to all that constructed portion being unit described in Schedule I hereunder written and are hereafter for the sake of brevity called or referred to as Licensed Premises and is/are desirous of giving the said premises on Leave and License basis under Section 24 of the Maharashtra Rent Control Act, 1999.

AND WHEREAS the Licensee herein is in need of temporary premises for **Residential OR Non-Residential** (*either Residential or Non-Residential*) use has/have approached the Licensor with a request to allow the Licensee herein to use and occupy the said premises on Leave and License basis for a period of Months (e.g. 11, 12, 22, 24, 36, 48, 60) commencing from / /20 and ending on / /20 on terms and subject to conditions hereafter appearing.

AND WHEREAS the Licensor have agreed to allow the Licensee herein to use and occupy the said Licensed premises for his/her/their aforesaid **Residential OR Non-Residential** (*either Residential or Non-Residential*) purposes only, on Leave and License basis for above mentioned period, on terms and subject to conditions hereafter appearing;

NOW THEREFORE IT IS HEREBY AGREED TO, DECLARED AND RECORDED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:-

1) Period: That the Licensor hereby grants to the Licensee herein a revocable leave and license, to occupy the Licensed Premises, described in Schedule I hereunder written without creating any tenancy rights or any other rights, title and interest in favour of the Licensee for a period of Months (e.g. 11,

12, 22, 24, 36, 48, 60) commencing from / /20 and ending on / /20

2) License Fee & Deposit: That the Licensee shall pay to the Licensor License fee at the rate of

i) Rs. _____/- per month for ___ months

ii) Rs. _____/- per month for ___ months

iii) Rs. _____/- per month for ___ months

iv) Rs. _____/- per month for ___ months

v) Rs. _____/- per month for ___ months

towards the compensation and Rs. _____/- interest free refundable deposit, for the use of the said Licensed premises. The amount of monthly compensation License fee shall be payable within first five days of the concerned month of Leave and License.

3) Payment of Deposit: That the Licensee have paid the above mentioned deposit/premium as mentioned above by Cash /Cheque Number /NEFT/IMPS Reference Number _____ Bank Name _____ Date ___/___/____ Rs. _____/-

4) Maintenance Charges: The maintenance charges shall be paid by Licensor / Licensee (*Either Licensor or Licensee*) and all outgoings including all rates, taxes, levies, assessment, maintenance charges, non occupancy charges, etc. in respect of the said premises shall be paid by the Licensor. (*Charges other than maintenance e.g. property tax etc... shall be paid by Licensor*)

5) Electricity Charges: The licensee herein shall pay the electricity bills directly for energy consumed on the licensed premises and should submit

original receipts to Licensor indicating that the electricity bills are paid.

6) Use: That the Licensed premises shall only be used by the Licensee for **Residential OR Non-Residential** (*either Residential or Non-Residential*) purpose. The Licensee shall maintain the said premises in its existing condition and damage, if any, caused to the said premises, the same shall be repaired by the Licensee at its own cost subject to normal wear and tear. The Licensee shall not do anything in the said premises which is or is likely to cause a nuisance to the other occupants of the said building or to the prejudice in any manner to the rights of Licensor in respect of said premises or shall not do any unlawful activities prohibited by State or Central Government.

7) Alteration: That the Licensee shall not make or permit to do any alteration or addition to the construction or arrangements (internal or external) to the Licensed premises without previous consent in writing from the Licensor.

8) No Tenancy: That the Licensee shall not claim any tenancy right and shall not have any right to transfer, assign, and sublet or grant any license or sub-license in respect of the Licensed Premises or any part thereof and also shall not mortgage or raise any loan against the said premises.

9) Inspection: That, the Licensor shall on reasonable notice given by the Licensor to the Licensee shall have a right of access either by himself / herself / themselves or through authorized representative to enter, view and inspect the Licensed premises at reasonable intervals.

10) Lock-in-Period (in months):- (*optional*) (*Lock in period means neither owner can ask tenant to vacate the premises nor tenant can leave premises before completion of lock-in-period. E.g. If you add 6 months of Lock-in-period then owner cannot ask licensee to vacate premises before first 6 months and tenant also cannot leave/cancel/terminate agreement before completion of 6 months.*)

11) Cancellation: That, Subject to the condition of lock in period (if any), if the Licensee commits default in regular and punctual payments of monthly compensation as herein before mentioned or commit/s breach of any of the terms, covenants and conditions of this agreement or if any legislation prohibiting the Leave and License is imposed, the Licensor shall be entitled to revoke and / or cancel the License hereby granted, by giving notice in writing of **one month** and the Licensee too will have the right to vacate the said premises by giving a notice in writing of **one month** to the Licensor as mentioned earlier.

(Cancellation period will be one month by default, it cannot be changed)

12) Possession: That the immediately at on the expiration or termination or cancellation of this agreement the Licensee shall vacate the said premises without delay with all his/her/their goods and belongings. In the event of the Licensee failing and / or neglecting to remove himself / herself / themselves and / or his/her/their articles from the said premises on expiry or sooner determination of this Agreement, the Licensor shall be entitled to recover damages at the rate of double the daily amount of compensation per day and or alternatively the Licensor shall be entitled to remove the Licensee and his/her/their belongings from the Licensed premises, without recourse to the Court of Law.

13) Miscellaneous: _____ *(additional paragraph 150 words only)* _____

14) Registration: This Agreement is to be registered and the expenditure of Stamp duty and registration fees and incidental charges, if any, shall be borne by the **Licensee and Licensor Equally**.

SCHEDULE I

(Address of the Flat/Shop/Office/Godown/Land+Building/Shed)

All that constructed portion being Residential/Non-Residential unit bearing Flat/office No. _____, Built-up : _____ **Square feet**, situated on the _____th Floor of building _____ on the plot of land bearing **Survey Number** : _____, Road : _____ of Village: _____, situated within the revenue limits of Taluka _____ and Dist _____.

Schedule II (if any)

Sr No	Item	Unit No.
1	Fan	0
2	Tube Light	0
3	Bulb	0
4	Bed	0
5	Sofa	0
6	Table	0
7	Chair	0
8	Cupboard	0
9	Air Conditioner	0
10	Electric Geezer	0
11	Gas Geezer	0
12	Air Cooler	0
13	Water Cooler	0
14	Curtains	0
15	Washing Machine	0
16	Other	0

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective signatures by way of putting thumb impression electronic signature hereto in the presence of witness, who are identifying the executants, on the day, month and year first above written.

Name	Photo (photo will be captured by webcam)	Digital Thumb Impression (Biometric)
Licensor		
Licensee		
Identifier No. 1		
Identifier No. 2		

List of Documents for Registered Rent Agreement

Property Ownership Proof	Documents from Owner's Side	Documents from Tenant's Side	Documents from 2 witnesses
1) Index 2 OR 2) Property tax bill/ receipt, OR 3) Electricity Bill (*Any one of the above) Note:- The person who is signing the agreement as a owner his/her name must be mentioned on any of the above document.	*Aadhar (front side, back side)	*Aadhar (front side, back side)	*Aadhar (both sides)
	*PAN (front side only)	*PAN (front side only)	
	In case of Power of Attorney :- Power of Attorney deed is required.	In case Tenant is Pvt. Ltd. Company :- i) Company PAN, ii) Authority Letter, iii) CIN number iv) Incorporation Certificate (company registration certificate)	
) Partnership Deed for partnership firm.) LLP Deed for LLP) Shop Act License for Proprietorship	

You can send following documents by E-mail OR Whatsapp.

*At the scheduled time there should be all parties i.e. Owner, Tenant and Any 2 witnesses.