

**Note:-**

- 1) You don't need to fill blank fields. You just have to 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 format. If you want to register your own draft then we also assist in this case. To do that we have to go to sub-registrar office.
- 3) Owner Tenant and Any two witnesses must be present for biometric verification at your place.

**LEAVE AND LICENSE AGREEMENT - STANDARD DRAFT**

This agreement is made and executed on   /  /2020 at PUNE  
Between,

**Mr/Mrs.** \_\_\_\_\_

Age : \_\_\_\_ Years,

PAN : \_\_\_\_\_

Aadhaar:\_\_\_\_\_

Residing at:

Flat Number : \_\_\_\_, Floor : \_\_\_\_, Building Name : \_\_\_\_\_

Road : \_\_\_\_\_

Village : \_\_\_\_\_ City : \_\_\_\_\_

Pincode : \_\_\_\_\_

**HEREINAFTER** called 'the Lessor' (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 : \_\_\_\_\_

Road : \_\_\_\_\_

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** (*you have to tell us the use of the premises 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** 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/ UPI Transaction/ Reference Number                  Bank Name                   
                 Date       /      /       Rs.                 /-

**4) Maintenance Charges:** The maintenance charges and all rates, taxes, levies, assessment, maintenance charges, non occupancy charges, etc. in respect of the said premises shall be paid by the **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 Lessor 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** (*you have to tell us the use of the premises 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 Lessor 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 Lessor.

**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 Lessor shall on reasonable notice given by the Lessor 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*) Both the parties have agreed to set a lock-in period of \_\_\_\_\_ months during which neither the Lessor shall ask the licensee to vacate the premises, nor the licensee shall vacate the premises on his own during the lock-in period. In spite of this mandatory clause, if the licensee leaves the premises for whatsoever reason, he shall pay to the Lessor license fee for the remaining lock-in period at the rate of agreed upon in the agreement. On the other hand, Lessor shall compensate the Licensee for loss and inconvenience caused to the Licensee if he has been asked to vacate the premises.

**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 Lessor 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 Lessor 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 Lessor 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) Furniture and Appliances:** The said premises is having the Furniture and Appliances mentioned in the Schedule II. The licensee shall maintain the said Furniture and Appliances in the said premises in its existing condition and damage, if any, caused to the said Furniture and Appliances, the same shall be repaired by the Licensee/s at its own cost subject to normal wear and tear.

**14) Miscellaneous:** \_\_\_\_\_ (*additional paragraph 100 words only*) \_\_\_\_\_

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**15) 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)**

All that constructed portion being Residential/Non-Residential unit bearing Flat/office No. \_\_\_\_\_, Built-up : \_\_\_\_\_ **Square meter**, situated on the \_\_\_\_\_<sup>th</sup> Floor of building \_\_\_\_\_ on the plot of land bearing **Survey Number** : \_\_\_\_\_, Road : \_\_\_\_\_ of Village: \_\_\_\_\_, situated within the revenue limits of Taluka \_\_\_\_\_ and Dist **Pune**.

**Schedule II (if any)**

Sr No	Item	Unit No.
1	Fan	-
2	Tube Light	-
3	Bulb	-
4	Sofa	-
5	Bed	-
6	Chair	-
7	Table	-
8	Cupboard	-
9	Electric Geyser	-
10	Curtains	-

**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	Digital Thumb Impression (Biometric)	Photo (photo will be captured by webcam)
<b>Licensor</b>		

<b>Licensee</b>		
<b>Witness No. 1</b>		
<b>Witness No. 2</b>		

## List of Documents for Registered Rent Agreement

Property Ownership Proof	Documents from Owner's Side	Documents from Tenant's Side	Any 2 witnesses documents
1) Index II OR 2) Property tax receipt /bill OR 3) Electricity Bill <i>(Any one of the above)</i>	*Aadhar (front side, back side)  *PAN (front side only)	*Aadhar (front side, back side)  *PAN (front side only)	*Aadhar (front side, back side)
<b>Note</b> :- The person who is signing the agreement as a owner his/her name must be mentioned on above documents.	<b>In case of Power of Attorney</b> :- The deed of Power of Attorney is required.	<b>In case Tenant is Pvt. Ltd. Company</b> :- i) Company PAN, ii) Authority Letter, iii) CIN number iv) Incorporation Letter (company registration certificate)  <b>In case Tenant is Partnership firm / LLP</b> :- J Partnership deed / LLP deed	<i>(Family members can also become witnesses)</i>

) You can send following documents by E-mail :- [info@puneregistration.com](mailto:info@puneregistration.com)

OR

Whatsapp:- 855 100 8175

) After sending documents book an appointment by calling 855 100 8175 (at least 2 day in advance)