

Society Name
Society Address

Form No. 11

**Check-list of Documents required from Member's
for Sub-lettee, Licensee, care-taker or possessor**

Flat / Shop No.: _____

Mr. / Mrs./ Miss.: _____

Sub-let to Mr. / Mrs./ Miss.: _____

Sr. No.	Particulars	Status
1	Application Letter to Society	
2	Details of Tenants (Form available in office)	
3	Copy of Agreement signed by both parties	
4	Copy of Stamp duty paid receipt	
5	Copy of Police Station clearance / NOC	
6	Application for nominal membership of the proposed sub-lettee, licensee, care-taker or possessor in the prescribed form	
7	Moving In/Out Charges – (if applicable)	
8		
9		
10		

Received all documents as mentioned above/ except for item no. _____

Chairman / Secretary