

Dear Resident,

Greetings of the day!!!

Most Important Please Note:- (Undertaking by both Owner & Tenant)

1. One of the Owner as per Index-2 of the flat should mandatorily be registered on My Gate against the flat. (Owners placed out of India - please reach out to Manisha Phulwani on **WhatsApp no. +919110489151 & Email ID - manisha.p@mygate.in** for registration process)
 2. Then only, tenant can register on My Gate App against the flat.
 3. Default in payment of maintenance dues will revoke services from the flat.
 4. Tenant must ensure that flat dues are paid in time to avoid any inconvenience to them.
 5. Residents must ensure that nothing unusual should be disposed off in drainage systems including WC flushing as well.
 6. Registered Rent Agreement renewal must be done before expiry of current validity else services will get revoked.
 7. Residents must learn and adhere to society laws for Garbage collection, Water Wastage, Wrong Parking & Keeping Pets.
 8. Bachelors (Non-Family') Tenants / Multi tenants shall behave in the society in a manner which must commensurate with healthy family environment.
 9. No guest is permitted for more than one day in Bachelors (Non Family) Tenants / Multitenant flats.- Owner and tenant must ensure that any additional member / guest (other than names mentioned in registered rent agreement) should not stay in flat more than one day.
 - ***For any exception to para 9, bachelor tenant must seek permission in advance from MC through owner only.***
 10. All guests must have their valid & approved My Gate entry mandatorily.
 11. **Any Violation of Para 8, 9, 10 shall terminate the tenancy rights immediately and all services to the flats will be stopped.**
 12. Residents should not argue with any FMS staff. Concerns if any to be raised on tickets.
 13. All owners to ensure that above points along with ICHS Tenancy Rules is made thoroughly understood by self and then to their tenants before their entry to society to ensure convenience to all.
- Both tenants and owners should sign the undertaking of above 13 points and tenant has to submit both signed copies (On paper physically) to the Security on arrival.**

In case Owner is out of Pune, then print out of scanned copy can also be submitted by tenant.

Please Find the Attachment for ICHS Tenancy rules and My Gate Registration Guide.

LINK

ICHS Tenancy rules

(https://drive.google.com/file/d/1FB8PR3hcnmZ2la-MRcaw_OU8vWTkfMR/view?usp=share_link)

My Gate Registration Guide

(https://drive.google.com/file/d/1oPYA079hzwAfWQkZlHP9FU3LTO-GFbmF/view?usp=share_link)

Upload below documents on my gate app and obtain gate pass. Show the same to security team at the time of entry.

- **Undertaking by both Owner & Tenant (Para 1 to 13 above)**
- Registered Rent agreement
- Police verification
- Government Photo ID Proof
- Attach owner approval mail

After compilation submit hard copy of rent agreement to office for office work.

Kindly revert or call if any further query.

Regards,
Helpdesk.

Owner Sign

Tenant Sign