

SahiSamjho

Tenant Ka Sabse Sahi Dost

Ghar Lene Se Pehle

Sahi Socho, Sahi Samjho!

Tenant ke liye Complete Guide & Tracker

for Flat / Premises Lene Ke Waqt

✓ Checklist

✓ Red Flags

✓ Legal Haq

✓ Tracker

Kyunki Sahi Ghar = Sahi Zindagi!

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Sab Kuch Record Karo — Bhulo Mat!

■ **Yaad Rakho:** Yeh guide print karke bhi rakhi ja sakti hai ya phone mein save karke use kar sakte hain. Har chapter mein checklist aur tracker milega — ek ek cheez tick karte jao!

01

Documents Ki Verification

Ghar Lene Se Pehle Yeh Zaroor Check Karo

Koi bhi ghar ya premises lene se pehle landlord aur property ke documents verify karna bahut zaroori hai. Agar documents sahi nahi hain toh baad mein badi takleef ho sakti hai. Niche diye gaye documents ki list dhyan se dekho:

A) Maalik Ke Documents (Owner's Documents)

- Aadhar Card / PAN Card (identity proof)
- Property Deed / Sale Deed (original)
- Khata Certificate (municipal record)
- Encumbrance Certificate (EC) — loan hai ya nahi?
- NOC (No Objection Certificate) from society
- Latest Property Tax Receipt
- Electricity Bill (owner ke naam pe)
- Water Bill (latest paid)

■ ■ **Tip:** Property deed ki photocopy apne paas zaroor rakho. Sub-registrar office se ek certified copy bhi le sakte ho kisi bhi waqt.

B) Property Ke Documents

- Approved Building Plan (municipal approved)
- Occupancy Certificate (OC)
- Completion Certificate (CC)
- RERA Registration (for new buildings)
- Society Membership Certificate
- Fire Safety Certificate (high-rise ke liye)
- Lift Compliance Certificate (agar lift ho)
- Parking Allotment Letter

■ ■ **Savdhaan:** Agar owner koi bhi document dikhane se mana kare toh yeh ek bada Red Flag hai. Aise property se door raho!

C) Aapke Khud Ke Documents (Tenant Ko Dene Honge)

- Aadhar Card (self + family)
- PAN Card
- Passport size photos (2-4)
- Office / Business ID proof
- Last 3 months salary slip / income proof
- Bank statement (3 months)
- Reference letter (employer ya purane landlord)
- Police Verification Form (kuch jagah required)

■ **Yaad Rakho:** Sab documents ki self-attested photocopy ready rakhein. Original kabhi bhi landlord ke haath mein permanently mat dena!

02

Rent Agreement Checklist

Agreement Mein Yeh Sab Hona Chahiye — Warna Mat Karo Sign!

Rent agreement ek legal document hai jo aapko aur aapke landlord dono ko protect karta hai. Yeh agreement kabhi bhi verbal mat karo — hamesha written aur registered hona chahiye. Niche di gayi checklist dhyan se follow karo:

A) Agreement Mein Basic Cheezein

- Landlord ka poora naam aur address
- Tenant ka poora naam aur address
- Property ka poora address + description
- Agreement ki start date aur end date
- Monthly rent amount (words + numbers mein)
- Security deposit amount clearly likha ho
- Rent badhne ka schedule (increment clause)
- Lock-in period clearly mention ho
- Notice period (kitne din pehle batana hai)
- Maintenance charges kaun bharega
- Utility bills kaun bharega (bijli, paani, gas)
- Permitted usage (residential / commercial)

B) Security Deposit Ke Baare Mein

- Security deposit ki exact amount
- Refund kab milega (kitne din mein)
- Kaunsi conditions pe deductions honge
- Deposit ka receipt landlord se lena
- Bank transfer se dena (cash nahi) — proof ke liye

■■ **Savdhaan:** Security deposit 2-3 months rent se zyada hone pe careful raho. Kuch states mein is ki legal limit hai!

C) Important Clauses Jo Agreement Mein Hone Chahiye

- Subletting allowed hai ya nahi
- Pet allowed hai ya nahi
- Renovation / alteration ki permission
- Kaunse fixtures / furniture included hain
- Early exit penalty (agar lock-in period mein niklo)
- Dispute resolution ka tarika (arbitration clause)
- Force majeure clause (pandemic/disaster ke liye)
- Agreement registration ki responsibility
- Stamp duty kaun bharega
- Meter readings at move-in recorded honge

■ ■ **Tip:** Agreement ko Register of Assurances (Sub-Registrar Office) mein register karwao. Unregistered agreement court mein weak hoti hai. 11 months se zyada ke lease ke liye registration mandatory hai!

03

Red Flags — Savdhaan Rahein!**In Baaton Pe Dhyan Do Warna Pachtaoge!**

Ghar lene ki jaldi mein bahut se log kuch zaroori baatein ignore kar dete hain. Niche kuch common red flags hain jo tumhe zaroor pehchanne chahiye:

A) Owner / Landlord Red Flags

- **Documents Dikhane Se Mana Karna**

Agar owner koi bhi legal document dikhane se mana kare ya delay kare — yeh bada problem hai.

- **Verbal Agreement Pe Zor Dena**

"Likha-padi ki kya zaroorat hai, hum log toh bhai-bhai hain" — yeh sunke kabhi mat maano.

- **Bahut Jaldi Mein Sign Karwana**

Pressure tactics use karna — "Aaj sign nahi kiya toh kal koi aur le jayega."

- **Cash Only Payment Ki Maang**

Rent ya deposit ke liye sirf cash maangna — paper trail se bachne ki koshish.

- **Existing Tenants Se Baat Karne Se Rokna**

Building mein rehne wale doosre tenants se milne ya baat karne mein problem — kuch chhupa raha hai!

- **Rent Ka Receipt Na Dena**

Har mahine rent dene ke baad receipt nahi dena — baad mein payment ki koi proof nahi.

B) Property / Physical Red Flags

- Seepage, damp walls, ya ceiling pe stains — mat loo bina fix karwaye

- Electrical wiring old/exposed — fire hazard!

- Lock / door properly kaam na karna

- Termite / pest infestation signs

- Building mein active legal disputes ya court cases

- Illegal construction ya unapproved floor

- Society mein badi outstanding maintenance dues

- Locality mein frequent power cuts ya water shortage

- Neighbors se pata karo — unka experience kaisa raha

■ **Yaad Rakho:** Ghar lene se pehle alag-alag timing pe 2-3 baar visit karo — subah, dopahar aur shaam. Traffic, noise level, paani supply sab check ho jayega!

04

Tenant Ke Kanuni Adhikar

Jano Apna Haq — Koi Na Kar Sake Haq Ki Baat!

Ek tenant ke roop mein aapke paas kai kanuni adhikar hain jo aapko protect karte hain. Bahut se log apne rights ke baare mein nahi jaante aur isliye mushkilon mein pad jaate hain. Niche kuch important rights hain jo har tenant ko pata honee chahiye:

1 Peaceful Enjoyment Ka Haq

Jab tak aap rent de rahe ho aur agreement ki terms follow kar rahe ho, landlord aapko bina notice ke ghar se nahi nikal sakta. Landlord ko bina permission ke aapke ghar mein ghusne ka haq nahi hai — prior notice (24-48 hours) dena padega.

2 Habitable Conditions Ka Haq

Landlord ki zimmedari hai ki property livable condition mein rahe. Agar paani, bijli ya structural issues hain toh landlord ko fix karna padega. Tenants yeh dekhkrhav maang sakte hain.

3 Security Deposit Wapsi Ka Haq

Agreement expire hone aur ghar khali karne ke baad landlord ko security deposit wapas karna hoga. Koi bhi deduction documented damage ke liye hi ki ja sakti hai, arbitrary cuts allowed nahi.

4 Discrimination Se Protection

Religion, caste, gender, marital status ke aadhar pe kiraya देने से mana karna illegal hai. Consumer courts aur housing authorities mein complaint ki ja sakti hai.

5 Proper Eviction Notice Ka Haq

Landlord proper legal notice diye bina aapko immediate eviction nahi de sakta. Notice period agreement aur local rent laws ke hisaab se hoti hai (usually 1-3 months).

6 Receipt Ka Adhikar

Har payment — rent, deposit, maintenance — ke baad receipt maangna aapka haq hai. Landlord receipt देने से mana nahi kar sakta.

7 Utilities Cut Karne Ka Koi Haq Nahi

Dispute ya payment issue ke chakkar mein landlord bijli, paani ya gas cut nahi kar sakta. Yeh illegal hai aur court mein case ban sakta hai.

8 Agreement Copy Ka Haq

Signed agreement ki ek copy tenant ke paas honi chahiye. Yeh tenant ka adhikar hai aur landlord ise rokne ki koshish nahi kar sakta.

■ ■ **Savdhaan:** Kisi bhi legal problem ke liye pehle Rent Control Court ya Consumer Forum se sampark karo. Local Legal Aid Cell free mein help kar sakta hai. National Helpline: 1800-11-2244

05

Society Rules & Maintenance

Society Mein Rehne Ke Zaroori Niyam

Apartment ya housing society mein rehne ke liye kuch specific rules aur regulations hote hain. Ghar lene se pehle hi in sabke baare mein puri jankari le lo taaki baad mein koi surprise na ho:

A) Move-In Se Pehle Society Se Yeh Poocho

- Monthly maintenance charges kitna hai? ■ Kya maintenance mein sab kuch included hai ya alag charges hain?
- Society ke funds ka audited statement dekh sakte ho? ■ Outstanding dues toh nahi hain property pe?
- Parking — covered ya open? Extra charges? ■ Visitor parking ka kya rule hai?
- Generator/power backup charges kya hain? ■ Society mein pet animal allowed hai ya nahi?
- Guest/family stay ke liye koi limit hai? ■ Society ke entry/exit timing kya hain?
- CCTV cameras kahan-kahan lage hain? ■ Security guard — 24x7 hai ya nahi?

B) Common Society Rules Jinke Baare Mein Pehle Jaan Lo

- **Noise Policy** — Zyada raatein mein loud music ya parties pe society mein restriction ho sakti hai. Generally 10 PM ke baad loud noise allowed nahi hoti.
- **Visitor Policy** — Bahut si societies mein visitors ko entry register karni padti hai. Long-term guests ke liye advance information deni padti hai.
- **Garbage Disposal** — Dry aur wet waste alag karna compulsory hai bahut si societies mein. Kab aur kahan garbage dena hai — yeh pehle pata karo.
- **Common Area Use** — Gym, pool, clubhouse — kitna use kar sakte ho aur kab? Kya koi extra membership fee hai?
- **Renovation Rules** — Society mein renovation ke liye permission letter lena padta hai. Kaam ke hours bhi fix hote hain — generally 9 AM to 6 PM.
- **Domestic Help Registration** — Maid, cook, driver — sabko society mein register karna padta hai. Police verification bhi kuch societies require karti hain.

■ **Tip:** Society ka WhatsApp group join karo pehle din hi. Building ke existing residents se direct baat karo — unhe sab cheez pata hoti hai jo officially nahi batate!

C) Move-In/Move-Out Ke Waqt Karo Yeh Zaroor

- Society mein tenant registration form bharo
- Maintenance office mein apna naam add karwao
- Society ke bye-laws ki copy lo
- Emergency contact numbers note karo (security, maintenance)
- Move-in date aur meter readings record karo
- Existing damage/issues ki photo aur video lo
- Society ki Facebook group / Residents Association se connect karo
- Local police station mein tenant registration (some areas require)

06

Tenant Tracker & Checklist Form

Sab Kuch Record Karo — Ek Bhi Cheez Mat Bhulo!

Yeh tracker aap print karke use kar sakte ho ya PDF mein fill kar sakte ho. Har section mein apni details bharo — yeh document baad mein bahut kaam aayega!

Section 1: Property Details

Property Address:	_____		
Floor / Unit No.:	_____	Society Name:	_____
Monthly Rent (Rs.):	_____	Security Deposit (Rs.):	_____
Agreement Start:	_____	Agreement End:	_____
Lock-in Period:	_____	Notice Period:	_____
Rent Due Date (Date):	_____	Increment % per year:	_____
Landlord Name:	_____	Phone:	_____
Landlord Aadhar No.:	_____	PAN:	_____
Society Manager:	_____	Phone:	_____
Emergency Contact:	_____	Phone:	_____

Section 2: Move-In Meter Readings (Photo Le Lo!)

Electricity Meter	_____	_____	<input type="checkbox"/> Haan <input type="checkbox"/> <input type="checkbox"/> Nahi
Water Meter	_____	_____	<input type="checkbox"/> Haan <input type="checkbox"/> <input type="checkbox"/> Nahi
Gas Meter	_____	_____	<input type="checkbox"/> Haan <input type="checkbox"/> <input type="checkbox"/> Nahi
Piped Gas	_____	_____	<input type="checkbox"/> Haan <input type="checkbox"/> <input type="checkbox"/> Nahi

Section 3: Monthly Rent Payment Tracker

Month	Amount (Rs.)	Date Paid	Mode	Receipt No.	Remark
Month 1	Rs. _____	__/__/__	_____	_____	_____
Month 2	Rs. _____	__/__/__	_____	_____	_____
Month 3	Rs. _____	__/__/__	_____	_____	_____
Month 4	Rs. _____	__/__/__	_____	_____	_____
Month 5	Rs. _____	__/__/__	_____	_____	_____
Month 6	Rs. _____	__/__/__	_____	_____	_____
Month 7	Rs. _____	__/__/__	_____	_____	_____
Month 8	Rs. _____	__/__/__	_____	_____	_____
Month 9	Rs. _____	__/__/__	_____	_____	_____
Month 10	Rs. _____	__/__/__	_____	_____	_____
Month 11	Rs. _____	__/__/__	_____	_____	_____
Month 12	Rs. _____	__/__/__	_____	_____	_____

Section 4: Complaint / Issues Log

__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —
__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —
__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —
__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —
__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —
__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —
__/__/__	_____	_____	<input type="checkbox"/> Open <input type="checkbox"/> Done	__/__/__ —

//_	_____	_____	■ Open ■ Done	_/_/_ _
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Section 5: Final Master Checklist — Ghar Lene Se Pehle

Documents

- Maalik ke saare documents verify kiye
- Property deed aur title clear hai
- No outstanding dues on property
- Building approved aur legal hai

Agreement

- Written agreement hai (verbal nahi)
- Agreement registered hai ya hogi
- Saari important clauses hain
- Agreement ki copy mere paas hai

Physical Inspection

- Paani supply check kiya (subah aur dopahar)
- Bijli, geyser, fan sab check kiye
- Seepage / damp walls nahi hain
- Lock aur security proper hai

Society

- Society NOC mila landlord ko
- Maintenance charges pata hain
- Society rules padhe aur samjhe
- Neighbors se baat ki hai

Financial

- Deposit bank transfer se diya
- Deposit receipt li hai
- Pehla rent receipt liya
- Sab dues clear hain property ke

Move-In

- Meter readings note kiye (photo ke saath)
- Existing damage documented hai
- Society mein registration ho gayi
- Emergency contacts save hain

SahiSamjho Ki Taraf Se —

Ghar sirf ek jagah nahi, ek feeling hai. Hum chahte hain ki aap sahi ghar mein, sahi terms pe, aur ek safe environment mein rahein. Yeh guide aapke sath hai — har kadam pe.

Sahi Ghar, Sahi Life — SahiSamjho!