

The President,
The Highland Cooperative House Building Society Ltd,
Near Zirakpur, Baltana,
Distt. Mohali—140604.

Dear Sir,

I _____, (owner) inform to the society that the house No. _____, in the society complex is let out for rent w.e.f _____. As required, please find the details of tenant(s) staying in the house.

TENANT CREDENTIALS

1. Name of Tenant: - _____

2. Father's Name: - _____

3. Spouse Name :- _____

4. Rented Property details: House No..... Ground Floor/**1st Floor / 2nd Floor (Tick applicable)**

5. Number of Family Members: Adult _____ Children _____

6. Occupation of Tenant (with address):- _____

7. Telephone/Mobile No. :-Residence _____ Office _____

8. Registration No. of Vehicle (if any):- _____

9. Previous Address: - _____

10. Permanent Address: - _____

(Signature of Tenant)

Attestation by Landlord/Landlady

I certify that the above information given is correct and will continue to give future information as and when present tenant/tenants vacate(s) the rented accommodation in advance.

(Signature of Landlord/Landlady)

PS: A copy of rent agreement/lease deed is attached herewith.