Company Lease Agreement (Residential)

This agreement is made between the Landlord and the Company named below and takes effect on the date of the last signature.

Landlord

FULL NAME

EMAIL

PHONE

PAN

ADDRESS

Company

LEGAL NAME

EMAIL

PHONE

ADDRESS

Premises

FULL ADDRESS OF THE PREMISES

CONFIGURATION

CARPET AREA (SQ FT)

FURNISHING

FITTINGS AND FURNITURE PROVIDED (FANS, LIGHTS, ACS, GEYSER, BEDS, WARDROBES)

EMPLOYEE WHO WILL OCCUPY

EMPLOYEE PHONE

Term

START DATE

DURATION

LOCK-IN (MONTHS)

Notice period to end early

○ 1 month ○ 2 months ○ 3 months

Rent and deposit

MONTHLY RENT (₹)

SECURITY DEPOSIT (₹)

RENT DUE BY (DAY OF MONTH)

MAINTENANCE CHARGES

YEARLY RENT INCREASE ON RENEWAL (%)

Rent paid by

○ UPI ○ Bank transfer ○ Cheque ○ Cash (with receipt)

Terms

- Use. The premises are used only as a private residence by the Company and their household.
- Rent. Rent is paid in advance by the due date each month. A late fee of ₹100 per day may apply after 7 days' delay.
- Deposit. The deposit carries no interest and is refunded within 15 days of handing back the keys, less unpaid dues and the cost of damage beyond normal wear and tear.
- Utilities. The Company pays electricity, water, gas and internet bills for the term as per meter readings recorded at move-in.
- Repairs. The Company handles minor repairs (bulbs, taps, fuses). The Landlord handles structural repairs, seepage and major plumbing or electrical faults.
- Access. The Landlord may visit with 24 hours' notice at reasonable times, or at once in an emergency.
- Subletting. The Company does not sublet or share the premises with anyone not named, without written consent.
- Police verification. The Company cooperates with the tenant police verification required by local rules.
- Alterations. No structural changes, painting or drilling beyond normal fittings without consent.
- Handover. At the end of the term the Company hands back the premises clean and in the condition received, with all keys.
- Occupant. The Company may change the occupying employee with notice to the Landlord.
- TDS. The Company deducts TDS on rent as required and issues certificates.
- Responsibility. The Company is responsible for rent and damage regardless of which employee occupies.

Initials

Stamp duty and registration. Rent agreements of up to 11 months usually need only stamp duty (paid by e-stamp or franking) under the state Stamp Act. Leases of more than 11 months generally must be registered under the Registration Act, 1908 and attract higher stamp duty. Pay the applicable duty before signing: an unstamped agreement may not be accepted as evidence.

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.

- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Landlord

SIGNATURE

PRINTED NAME

DATE

Company

SIGNATURE

PRINTED NAME

DATE