

## Format -2

COMMON

[Under the Bye-law No. 43(2) (I)]

A Form of application for Permission to sub-let, give on leave and license or care-taker basis the flat or part or part thereof

To,  
The Secretary,

..... Co-op. Housing Society Ltd, .....

Sir,

I, Shri / Shrimati ..... am the member of  
....., Co-operative Housing Society Ltd, holding Flat No ....., in  
Building ..... Wing, admeasuring ....., sq. m. on ....., floor of the building  
number/named as of the society.

I propose to sub-let/give on leave and license / care-taker basis my flat / part of the flat to the person named hereinafter under an agreement (copy enclosed) under the following circumstances:

(i) I am required to go out of the area of operation of the society under conditions of service / on business proposition / my prolonged illness. The duration of my absence from the headquarters will not be less than ..... years ..... months. I cannot continue in occupation of my flat during the period of my absence from the headquarters.

(ii) There are no facilities available at the moment in the locality of the society for education of my children. According to the Information gathered by me, the provisions of facilities for education of my children may require ..... years/months. In the absence of these facilities, it will not be possible for me to occupy that flat/continue In occupation of the flat during the above period.

(iii) I could not secure admission to the school for my children in the locality of the society. It may take ..... months for me to secure admission to the school in the locality for my children. During this period, it will not be possible for me to occupy the flat / continue in occupation of the flat.

Note: State any reason other than those mentioned above to justify your inability to occupy or continue in occupation of the flat.

The name of the person to whom the flat / part of the flat is proposed to be sub-let / proposed to be given on leave and license/care-taker basis, is Shri / Shrimati / Messrs .....

....., residing at .....

.....having office address at .....

....., his / her / their application for nominal membership of the society in the prescribed form is enclosed herewith.

I / we undertake to initiate legal proceedings against the sub-lettee/licensee/care-taker on my failure to secure vacant and peaceful possession of the flat from the sub-lettee/licensee/care-taker on expiry of the original or extended period of sub-letting/license/care-taking and to make the society the party to the proceedings and to reimburse the expenditure which the society may be required to incur on legal proceedings to get back the possession of the flat/part of the flat.

I / we also undertake to pay all the charges of the society every month within the time stipulated without any excuse from the date I part with the possession of the flat/part of the flat till I get possession thereof.

I also undertake to pay non-occupancy charges at the rate fixed under bye-law No.43(C) during the period mentioned above.

I request you please to grant necessary permission to sub-let/give on leave and license/caretaker basis the flat/part of the flat to the person herein above mentioned for a period of ..... years ..... months. In case it becomes necessary for me to extend the period of sub-letting / giving on leave and license / care- taker basis the flat/part of the flat, I will submit an application for extending the period well in advance of expiry of the original period with due justification for extending the period.

Place : ..... Date : ...../...../.....

Yours faithfully

Signature of the Applicant