No. ASD-II/70(126)/2018/Lease Dated 16-08-2018

To

The Regional Provident Fund Commissioner,
NDC.

Sub:- Format of Lease Rent Agreement.

Sir,

Pleaser find enclosed herewith the format of Lease rent agreement to be uploaded in the EPFO Web-Site.

Yours faithfully,

(Manish Kumar Naiyyer)
Assistant Provident Fund Commissioner (ASD-II)
LEASE OF HOUSE ON MONTHLY RENTAL

This Lease Agreement is made at New Delhi on this .......... day of ........ 2018 between the Central Board of Trustees, Employees’ Provident Fund Organization, (hereinafter called “the Lessee” through the Regional Provident Fund Commissioner (ASD), EPFO, Head Office and Shri/Smt. .................................................. S/o, W/o................................................permanent address.................................................................................................(hereinafter called “the lessor”), who is authorized to sign the Lease Agreement for the resident property Flat/House No...............................................................(hereinafter called as Premises) as mentioned in attached Schedule on the terms and conditions herein.

1. Commencement

That the Lessor has agreed to let and the Lessee has agreed to take on Lease the Flat/House No...............................................................This lease deed is to commence with effect from...........................................................for a duration of eleven months from the said date. Moreover on mutual consent of both the parties, it may be extended for a further period.

2. Ownership

That the Lessor declares that the ‘Premises’ belongs to him/her and he/she is the absolute owner and competent to execute this Lease Agreement.

3. Rent

That the Lessee has undertaken to pay a sum of Rs...........................(Rupees..................................................................................) as rent per month to the Lessor on or before the 10th of each month in advance in the name of Smt./Shri..........................................................Account No..................................................at..........................................................Branch.(IFSC Code............................of.................................Bank.)

4. Holding Over

In case, the lessee holds over or does not deliver possession of the house on the expiry of the period fixed in this lease or on termination of the tenancy as provided herein above, the lessee shall continue to be liable for payment of rent at the rate mentioned above on prorate bases for the period lessee so remains in possession of the said premises.

5. That the ‘Premises’ will be used for the purpose of residence of Shri........................................Assistant Provident Fund Commissioner/Regional Provident Fund Commissioner/Addl. Central Provident Fund Commissioner (hereinafter referred to as “Occupant Officer”), Head Officer, Employees’ Provident Fund Organization, New Delhi and his family only.

6. That the occupant officer shall pay all the charges in respect of cooking gas, electricity and water consumed by the lessee in the said premises during the occupation of the premises. Except as the above provided, the lessee shall not be liable to pay any other charges, levies cases taxes, including house tax, ground rent etc. and other outgoing expenses whatsoever which will be payable and paid by the lessor.
7. That the lessee shall be responsible for all the damages and breakages caused to the said premises and fittings due to his/her negligence but shall not be liable for any damages, breakage etc. occurring due to natural wear and tear or inherent defects in the material and those due to force over which the lessee has no control.

8. That the lessee or occupant officer shall make no change or will not materially alter the condition of the premises. If any such additions or alterations are considered necessary by the lessee or occupant officer, written permission of the lessor shall be obtained beforehand.

9. That the lessor shall at his own expenses carry out all the major repairs to the 'premises' as may be considered necessary from time to time and shall keep the building water tank and air tight and the minor day to day maintenance will be managed by the lessee himself.

10. Rs.........../- (Rupees..........................................................only) as refundable security deposit will be transfer deposited by the occupant officer Sh............................... to the lessor at the time of possession and the same will be returned by the lessor directly to Shri.............................................at the time of termination/expiry of this lease.

11. **Termination**

   For termination of this lease the Lessor shall serve on monthly prior notice on the Lessee. The lessee may also terminate this lease by serving one months prior notice on the Lessor.

   In witness whereof the lessor and lessee have executed this lease agreement which shall be binding on them and their respective successor in interest.

   Lessor: Shri/Smt........................................

   Address: ..........................................................

   Lessee: Regional Provident Fund Commissioner (ASD) Head Office, Employees’ Provident Fund Organization, New Delhi.

   Witnesses: (1)

   (2)