

SOP

HANDING TAKING B/W TENANT & OWNER

Date:

House No:

Deposit of Security Money.

Monthly House Rent Paid uptill

Balance of Security Money

Expenditure

1. Maint of house

2. Electric Bill paid uptill (copy att)

3. Sui Gas Bill paid uptill (copy att)

4. Colony Subs paid uptill (copy att)

5. Water Charges (LCB)

- | | | | |
|----|----------------|-------------------|--------------------------|
| a. | Car Stickers | Issued/Not issued | deposited/Not Deposited |
| b. | Servant cards | Issued/Not issued | deposited/Not Deposited |
| c. | Residents Card | Issued/Not issued | deposited/Not Deposited. |
| d. | E-Tag | Issued/Not issued | deposited/Not Deposited |

Tenant Name: _____

Owner Name: _____

Signature: _____

Signature: _____

Cell No: _____

Cell No: _____

AccnClk: _____

Security Clk: _____