

**THE FIRST SCHEDULE**

[See Section 4(1)]

**FORM FOR INFORMATION TENANCY**

The Rent Authority

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Address)

1. Name and address of the landlord : \_\_\_\_\_
2. Name and address of the Property Manager : \_\_\_\_\_  
(if any)
3. Name(s) and address of the tenant, including : \_\_\_\_\_  
email and contact details,
4. Description of previous tenancy, if any : \_\_\_\_\_
5. Description of premises let to the tenant : \_\_\_\_\_  
including appurtenant land, if any
6. Date from which possession is given to the : \_\_\_\_\_  
tenant
7. Rent payable as in section 8 : \_\_\_\_\_
8. Furniture and other equipment provided to the : \_\_\_\_\_  
tenant
9. Other charges payable : \_\_\_\_\_
  - a. Electricity : \_\_\_\_\_
  - b. Water : \_\_\_\_\_
  - c. Extra furnishing, fittings and fixtures : \_\_\_\_\_
  - d. Other services : \_\_\_\_\_
10. Attach rent or lease or tenancy agreement : \_\_\_\_\_
11. Duration of tenancy (Period for which let) : \_\_\_\_\_
12. Permanent Account Number (PAN) of landlord: : \_\_\_\_\_
13. Aadhaar number of landlord: : \_\_\_\_\_
14. Mobile Number & E-mail id of landlord : \_\_\_\_\_  
(if available)
15. Permanent Account Number (PAN)of tenant : \_\_\_\_\_

**16. Aadhaar number of tenant** : \_\_\_\_\_

**17. Mobile Number & E-mail id of tenant** : \_\_\_\_\_

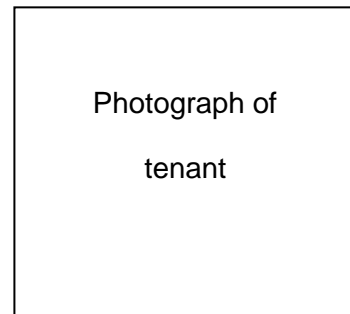
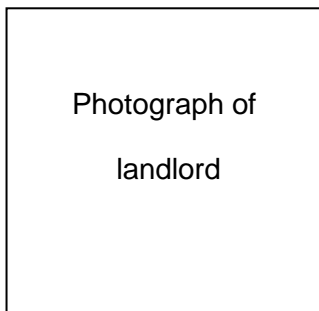
**18. Permanent Account Number (PAN)of Property Manager (if any)** : \_\_\_\_\_

**19. Aadhaar number of Property Manager (if any)** : \_\_\_\_\_

**20. Mobile Number & E-mail id of Property Manager (if any)** : \_\_\_\_\_

Name and signature of landlord

Name and signature of tenant



**Enclosed:**

1. Tenancy Agreement.
2. Self-attested copies of PAN and Aadhaar of landlord.
3. Self-attested copies of PAN and Aadhaar of tenant.