

SUBJECT: RENEWAL OF LEASE AGREEMENT

1. Renewal Period. _____
2. For House No. _____
3. Employee No. ERP. _____
4. Name of Occupant. _____
5. Designation. _____
6. Name of Owner. _____
7. Full Address of the Owner. _____
8. Relation with Owner. _____
9. Previous Sanction No. _____
10. Payment Method i.e. _____
11. Cheque/Bank Transaction Bank A/C No. _____
12. Bank/Branch Name. _____
13. Rent Per Month. _____

Signature of Occupant

Signature of Owner

REMARKS OF CONTROLLING OFFICER

1. Signature of the owner is verified.
2. It is certified that the official is himself residing in the acquired house.
3. Recommended for renewal of the above mentioned agreement.

Signature: _____