

PROFORMA FOR HIRING OF RESIDENTIAL PROPERTY

INITIAL/CONTINUED/ALTERNATE HIRING (strike off whichever is not applicable)

N.B.: All amounts to be indicated in the currency of payment and equiv. INR.

Sl. No.	Information required	Mission/Post's reply
1.	Name and designation of the officer	
2.	Date of his/her joining the Mission/Post	
3.	Address of the property to be hired/leased (Pl. verify clear title of the property)	
4.	Plinth area (in sq. m.)	
5.	Area of garden (in sq. m.)	
6.	Total no. of rooms	
7.	Furnished/unfurnished/semi-furnished (Pl. attach list of furniture provided by the landlord)	
8.	Is the proposed accommodation as per entitlement of the officer?	
9.	Proposed monthly rent and periodicity of its payment	
10.	Any additional payment like common maintenance charges, management fee, space heating, taxes, insurance premium (if unavoidable) and periodicity of its payment	
11.	Does the proposed rent include charges towards electricity, water, space heating, cable etc? (if yes, give full details)	
12.	Security deposit	
13.	Agency charges	
14.	Total monthly liability of the Govt.	
15.	Will the Mission/Post bear the cost for minor R&M of the property?	
16.	Is the proposed property centrally heated?	
17.	Duration of the proposed lease with dates	
18.	Details regarding increase in rent during period of proposed lease	
19.	Is the proposed lease as per format given in Appendix III, Annex. X to the IFS (PLCA) Rules? (if not, state the major differences and all clauses involving additional financial implication)	
20.	Existing maximum rent being paid for an officer of equivalent rank, one rank above and below	

For continued/alternate hiring only

21.	Date of expiry of existing lease	
22.	Date of last revision of rent	
23.	Existing monthly rent	
24.	Existing additional payment towards common maintenance charges, management fee, space heating, taxes, insurance premium (if unavoidable)	
25.	Total existing monthly liability of the Govt.	
26.	Increase in total monthly liability of the Govt. (in currency of payment of rent and percentage increase)	
27.	Is the rental increase justified on the basis of local inflation, rental index, quotations of property agents, UN indices etc. (Pl. attach relevant data along with media reports)	
28.	Reasons for hiring alternate accommodation	
29.	Status of refund/recovery of security deposit in case of alternate hiring	

Certified that presently, no other cheaper accommodation is available within a reasonable distance from the Chancery.

(Head of Chancery)**(Head of Mission/Post)**