

**Application form and check list for recommending the case for renting out surplus built up area of industrial plots**

<b>SR. NO.</b>	<b>PARTICULAR OF ENTERPRISE</b>	<b>LESSEE</b>	<b>TENANT</b>
<b>1</b>	Name, Constitution, Address & Registration no. AS Company /Firm		
<b>2</b>	Detail of manufacturing activity		
<b>3</b>	Date of commencement of production		
<b>4</b>	Acknowledgement No. & Date of PMT/EM-II/U.A.M		
<b>5</b>	Present status of unit on plant		
<b>6</b>	Details of building map duly approved by competent authority	Plot area: <input type="text"/> Total built up area: <input type="text"/> Built up area being utilized by lessee: <input type="text"/>	Built up area proposed to be rented out: <input type="text"/>
<b>7</b>	Details of lease deed executed and whether lease hold rights of plot have been mortgaged with the financial institution.		
<b>8</b>	Reasons for area being surplus		
<b>9</b>	Recommendation for renting out surplus built up area under relevant rules.		

**Certified that all facts of the case as stated about are correct as per record available with this office**

**Signature of General Manager, DIC/DD/MS/SWCA**

**Check list of documents to be submitted with the rent out case:**

- 1. Certificate by DDI/GM/MS under his seal and signature :**
  - That the lessee unit has paid entire dues on account of earlier change in constitution ,ownership, manufacturing activity, extension in time period of provisional allotment, maintenance charges and water charges etc.
  - That both the units are separate entities, have separate entry and manufacturing separate items.
  - That the lessee unit is in production for period more than one year.
  - That the area proposed to be rented out is % of total built up area.
- 2. Request letter from both the parties.**
- 3. Rent agreement between parties duly registered with the sub-registrar.**
- 4. NOC from bank/F.I. with whom LHRs is mortgaged.**
- 5. Registration Certificate under companies Act / Indian Partnership Act-1932/ Board Resolution, whichever is applicable, for renting out and to take surplus area.**
- 6. Registered GPA/ Authority letter /Board resolution to sign the documents for renting out surplus area in case of company, Board Resolution)**
- 7. Detailed map duly approved by competent authority, indicating plot area, total built up area, built up area being utilized by lessee, built up area produced to be rented out, separate entry of both the units(MARKED IN COLOURS)duly approved by competent authority and countersigned by GMDIC/DDSWCA/MS SWCA.**
- 8. Undertaking of lessee unit to keep continue his production/manufacturing activity.**

**NOTE: All supporting documents must be attested by the recommending officer.**