

SUKHDA PG ACCOMODATION JOINING FORM

Name :

Age :

Father's Name :

Permanent Address

Office / College Name & Address with Telephone :

Local Guardian's Name & Address and Telephone No.:

If change of address :-

1. Key's given :

a. Main Entrance Key

.....(Y / N)

b. Almirah Key

.....(Y/ N)

c. Any other Key given

.....

2. Pillow given

.....(Y/ N)

3. Others /ext. board

.....

Attachment received :

1. Two Photographs

.....(Y/ N)

2. Address Proof

.....(Y / N)

3. Signed Rule and Regulation

.....(Y / N)

4. Please Specify Any Other Document

... ..(Y / N)

PG WARDEN NAME :

SIGNATURE

DATE:.....

Date of joining :-

SIGNATURE OF THE CANDIDATE WITH DATE

RULES & REGULATION FOR PG CANDIDATE

1. Candidate has to submit (photocopy of any one of the below mentioned document) as Identity Proof :
 - 1.1 Voter Identity Card or Pan Card or College Identity College Admission receipt or Employment Identity Card or Certificate issued by local employer.
 - 1.2 Candidate has to submit
 - a. Two Passport size Photographs.
 - b. One month security and advance rental of one month at the time of joining.
 - 1.3 Each Candidate must submit in detail, Parent's and Local Guardian's Name, Address & Mobile / Telephone no.
2. Local Guardian is responsible for the welfare of the candidate incase of emergency or severe illness. If no Local Guardian is present in that case the candidates are themselves responsible for their welfare. If management is made aware of any emergency /severe illness , management will provide suitable first aid and arrange an ambulance to transport the candidate as required.
3. In case of change in address or telephone no. of Local Guardian / Parent, the candidate has to intimate immediately (within 72 hours) of any such change.
4. Each candidate must always follow the rules and regulations of Paying Guest Accommodation, in no condition physical or moral misconduct between the candidates, society, locality and with the management is acceptable and will lead to immediate, permanent expulsion of the candidate with no reason given for the same by the management.
5. Each candidate must bring their own blanket, bed-sheet, crockery, utensils, bucket, mug etc. for their personal use. This allows to maintain good hygienic condition.
6. Candidates are advised / requested,
 - To use the kitchen services only of their own floor or they may go for Tiffin services. You may choose to check out on Google search for extensive / latest/ new Tiffin service available in and near Mayur Vihar-1. Food services from management side are not provided.
 - Not to keep valuables like jewelry, mobile phone, laptop, cash etc. unattended even in room specially on sharing basis.
 - Always keep your belongings in a lock.
 - Not to deface walls, doors, corridor, almirah by painting, writing or pasting posters, notes, tapes or nails. Please use STICK ON for any of these needs.
 - To meet the visitors outside the premises and maintain healthy cordial relation within the premises and in the locality.
 - Mother, female friends, and sister as visitors are always welcomed and allowed to meet on the ground floor Reception area.
 - Rooms are provided for a minimum period of two months.
 - Take prior permission if candidate are expecting guest to stay for long duration / night, Charges of Rs.300/-per day (paid in advance) will be levied for 24 hours with check out time at 12:00 Noon. (In case of sharing room –there should be no objection by other candidate or candidates).
 - Electricity bill will be done equal in sharing basis room either the candidate on leave or not

- Pay your monthly payment on the due date; late payment incurs extra charges of Rs. 50/-per day.
 - Maintain clean hygienic condition within the room, bathroom, corridor and hall way within the premises.
 - Use water judiciously and electricity wisely.
 - Please switch off the fan and light before leaving the room.
 - Return back to your room before 10 pm.
7. Basic electricity charges for fridge , water submersible ,inverter is rs 200/-.
Daily electricity consumption is calculated from the meter over placed on the door of each room. Only mobile charger, laptop /computer & iron are allowed in the room. Any other electrical appliance found in the room will lead to a fine of Rs.500/-
 8. We have no provision for parking of vehicles.
 9. A prior notice of 1 month has to be given in writing before vacating the room.
 10. Security money is not adjustable to the rent in notice period or any other charges incurred within the stay.
 11. Men are not allowed as visitors as well as initially when taking accommodation to visit the room.
 12. WARNING- Use of any kind of narcotics, drugs, alcohol and smoking will lead to severe disciplinary action and will result in immediate expulsion of candidate from PG accommodation.
 13. We do not promote PG rent dent who plan to stay for a short period. Only resident who plan to stay for minimum 2 months is welcomed. Even if you plan to vacate the room earlier a minimum of two months payment will be deducted.
 14. Ragging is a CRIMINAL OFFENCE, if candidate is found taking or promoting ragging, it will lead to severe disciplinary action and will result in immediate expulsion of candidate from PG accommodation.
 15. When ever found necessary ,changes (addition / deletion) can be made by the management in the rules & regulations to improve the functioning of the PG accommodation. If any change made will be displayed on the Notice Board & residents will not be informed personally.
 16. TV remote & Intercom must be returned in good working condition at the time of vacating the room, any damage will be recovered from the candidate.
 17. A prior notice of 15 days have to be given before disconnecting the internet service.
 18. Original security deposit receipt has to be returned when vacating the room.Only then the security money will be refunded.
 19. After joining the PG 15 days of rent is mandatory.

I have read and understood above mentioned rules & regulations and agree to follow them during my stay in this PG Accommodation

SIGNATURE OF THE CANDIDATE WITH DATE