

**FORM - 1**

**(Item 11 of Annexure - 1)**

Certified that the site plan and building plan of the HouseNo.....  
at ..... belonging to Sri/Smt .....  
occupied by ..... have been verified by me and the dimension and areas indicated  
there in are found to be correct.

It is also certified that the above building was constructed in the year .....  
as per the following specifications.

1. Foundation:
2. Basement:
3. Superstructure :
4. Flooring :
5. Roofing:
6. Plastering :
7. Doors :
8. Windows :
9. Type of Sanitary fittings :
10. Electrical Installations :
11. Source of Water supply :
12. Any special feature :

**Date :**

**Place :**

**Signature of Engineer:**

**Name :**

**EXECUTIVE INSTRUCTIONS/ORDERS (FULL TEXT)**

**qualification :  
address :**

**Attested by**

**Owner**

**Head of the occupying  
Government Office.**

**FORM - IV  
(Item 12 of Annexure - 10)**

**RENT DEMAND AND DECLARATION OF CERTIFICATE**

I Sri/Smt ..... H/o ..... Owner of House No. ....  
..... Situated at ..... am willing to give the building on rent to .....  
..... duly charging a rent per month or the rent as fixed by the R & B Department whichever  
is less.

**Date:**

**Place:**

**Signature of Owner  
Name:**

**Countersigned by Head of Occupying Office.**

**FORM - V - III  
(Item 13 of Annexure -I)  
LAND VALUE CERTIFICATE**

This is to certify that the land rate of the .... Building bearing No. ....  
..... situated at ..... belonging to Sri/Smt .....  
is Rs. .... ( Rupees ..... )  
per Square Yard/Square Metre.

**Date :**

**Place :**

**Signature of Tahsildar.**

**ANNEXURE -I**  
**A. APPLICATION FOR ISSUE OF REASONABLENESS OF**  
**RENT CERTIFICATE**

1. Name of the occupying  
Department :
2. Name of the Office  
occupying the Building :
3. Designation of the Head  
of the Office :
4. Date of occupation :
5. Details of location of the  
building: :  
Municipal No.  
Name of the Owner :  
Furnishing the following details :
6. Site plan (Scale 1 : 500 or 1 CM = 1M) :
7. Building plan scale = 1; 100 or  
1 CM=1 M) if a part is only  
occupied the same may be indicated  
in plan in Red Colour) :
8. Area of the Sire :
9. Plinth area of the building (If  
part of the building is occupied  
area of the same also may be  
mentioned separately).
10. Year of construction :
11. Certificate from a qualified or  
licensed Engineer certifying the  
correctness of dimensions in  
the plan, specification etc.,  
in Form No. I :
12. Undertaking by the owner  
regarding the rent acceptance  
in Form No. II :

- 13. Land value certificate from  
Tahsildar in Form No. III :
  
- 14. Municipal Tax Receipt (to be  
furnished in original) :

**Signature of the Head of the  
office occupying the building.**

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**NOTE:-** All plans, certificates and Tax Receipts etc., should be attested by the owner and occupying Department.

**To**  
**The Executive Engineer,**  
**R & B Division,**

.....  
**Sub: RENTS** - Application for issue of reasonableness rent certificate by Executive Engineer, R & B - Regarding.

I have to state that the building bearing No. .... situated at .....  
..... belonging to Sri/Smt ..... P.O. .... is taken on rent for  
accommodating the Office the ..... The building was taken possession and occupied  
on .....

I request you to kindly issue reasonableness of rent certificate for the same all the required particulars as per Annexure-I with necessary certificate are enclosed duly authenticated.

**Date:**  
**Place:**

**Yours faithfully**  
**Signature:**  
**Designation**  
**Office**