

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

APPLICATION FORM FOR CLAIMING HOUSE RENT ALLOWANCE

Name:			
Roll No./Registration No.			
Date of Joining:			
Department:			
Current Semester:		Stipend receiving at current semester w.e.f 01/07/2017 :	Rs/-_____
Email id & Phone no.			
Full Address of the rented house:			
Date of occupying the rented house:			
Amount of monthly rent being paid/claimed:	Rent Paid: /- Rs	claim =	/- Rs

Documents to be attached:

- 1) Undertaking with GUIDE's signature with department's seal
- 2) Notarized Rent agreement & Owner's declaration format if applicable

UNDERTAKING

I Mr. <NAME> S/o, <NAME> Student ID. –<Roll no.> hereby undertake that:

- 1) I have taken on rent <complete address> on < rent agreement Date> on a monthly rent of Rs <amount>.
1. The portion of accommodation in respect of which house rent allowance is claimed has not been sub-let presently and shall not be sublet in future.
2. I am not living in hotel/accommodation provided by the institute.
3. I am not living in institute accommodation which has been allotted to another person.
4. That my spouse if studying/working in the same institute, has not been provided any institute accommodation nor is claiming HRA.
5. In case, I change my rented accommodation I shall intimate the same to the Institute immediately as per the stipulated procedure.
6. In case any of the information furnished above by me is found to incorrect, the institute is free to take disciplinary action against me and I shall be solely responsible for the same.

Place: NITK

Date:

Name and Signature of the Guide
With seal of the department / Guide

Name and Signature of the student

(Format for Owners Declaration...)

WHOMSOEVER IT MAY CONCERN

Date:

I Mr/Ms/Mrs<**Name of Land Lord**> S/o,D/o,W/o----- resident of <**Place**> hereby state that I have rented out my house <**Details of the rented accommodation**> to Mr/Ms/Mrs<**Name of the Ph.D student**> S/o,D/o,W/o----- on <**Date on which rented**> on a monthly rent of Rs ----- (Rupee-----). Number of persons living in the house are -----.

Old agreement (agreement Entering date:) expired on <**Date**> and new agreement is done on <**Date**> . Though renewal of rent agreement is not immediately done after expiration of old agreement, I Mr. <**Name of Land Lord**> declares that Mr.< **Name of the Ph.D student**> was staying in same house having address mentioned above between the period of <**Date**> to <**Date**> .

(Signature of the LAND LORD)

Date:

Place:-

Attachment: Recent Notarized Rent Agreement, old Notarized agreement