

## **POINTS TO BE NOTED FOR POWER OF ATTORNEY**

1. POA must be on a stamp paper of Rs.500/-  
(Preferably purchased in Maharashtra)
2. Powers to sign Leave & License Document shall be clearly mentioned in the POA
3. Description of the property for which the powers are given shall be given in the POA
4. POA must be signed in front of Notary or Embassy Officer.
5. Thumb impression along with signature is necessary.
6. POA must be either registered or Notarised

## Sample of General Power of Attorney

(This is just a guide line and clients are expected to finalise their own draft as per their requirements from their Advocate)

### TO ALL TO WHOM THESE PRESENTS SHALL COME

Know all men by these presents that I ..... s/o ..... aged ..... yrs r/o ....., state as follows :-

Whereas I am personally unable to attend to the managerial and other affairs with respect to my property .....(Description of property)....., so I, hereby nominate and appoint Shri/Smt..... R/o..... as my true and lawful Attorney to act for and on my behalf and I authorize and empower him to do the following acts, deeds and things on my behalf:-

1. To rent the aforementioned property by leave and license agreement.
2. To purchase the stamp, make, sign, execute and admit the execution of leave and license agreement and to appear before the sub registrar for the registration of the leave and license agreement of the aforesaid property.
3. To demand, collect the rent due on the aforementioned property.
4. To manage and control my aforesaid property including collection of monthly rents, from the licensees and issuance of proper stamped receipts acknowledging the rent received.
5. To make applications, affidavits, documents etc., to the Govt. Departments and any other concerned authorities, required for the managing of the aforesaid property and to do all other acts, deeds and things in respect thereof.
6. To effect and carry out necessary repairs, additions, etc., in the said property as and when may be desired, and for this purpose obtain all the necessary permissions and/or sanctions, necessary from any appropriate authority.
7. To deal with Govt. departments and other local bodies for the purpose of any essential facilities or amenities required to be provided in the building. He can sign all papers and documents etc. for this purpose.
8. To pay all the taxes, Municipal levies and other taxes, which may be, required to be paid.
9. To file any objections with Govt. departments or other local body of Government for any purpose related with said property.
10. To furnish the details of Licensee to concerned Police Station, to get No Objection from the local Police by appearing personally as and when required or called by the Police of concerned jurisdiction.
11. To pay maintenance charges to society and attend society meetings.
12. To engage any Advocate or Attorney for the purpose and or to appear for and represent our in all the courts, civil, criminal or revenue including

labour tribunals, original, revisional or appellate, in any registration offices, and also to present appeals in any court, and also to accept services of all summons, notices and other processes of law.

13. AND GENERALLY TO DO ALL other acts, deeds and things, which my said attorneys may deem fit and proper for the maintenance, upkeep of my property.

14. This power of attorney is without any consideration.

Provided that the said attorney shall not sell or transfer the ownership of the property to any person. Provided further that the said attorney shall keep true accounts of all activities performed by virtue of this power of attorney.

AND

I hereby agree and undertake to confirm and ratify all and whatsoever my said attorney shall do or purport to do by the virtue of this power of attorney.

IN WITNESS WHERE OF this deed is signed by me at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

1. EXECUTANT

Name & Signature -

2. ATTORNEY HOLDER

“I hereby accept all the powers.”

Name & Signature -

WITNESSES:

1. ....

Name and Address of Witness 1

2. ....

Name and Address of Witness 2