

ESSENTIALS DEEP-DIVE · RENTING

Tenant *Duties*

Move in, live well, move out with your deposit intact. The inspection that protects you, the day-to-day responsibilities, appliance care in India, and the move-out checklist.

Move-in document every defect, in writing

Deposit back if returned in good order

In an Indian tenancy, the property is **yours to look after** while you live in it, and your **security deposit comes back** in full only if you hand it back in the condition you received it. That sounds daunting, but it really comes down to three moments done well: a careful **move-in** where you document every defect *in writing*, a sensible **day-to-day routine** (appliances serviced, bills paid, the landlord told early about anything serious), and a tidy **move-out** where the inventory checks out. This guide walks all three, in plain English, with the India-specific realities, dust, power cuts, society rules, that nobody warns you about. Your IKAN consultant runs the move-in inspection with you and is on call throughout.

- ① **How much is on you depends on the kind of home.** Whether or not you actually use a part of the property, as the occupier you're **solely accountable for all routine upkeep**. In a **gated community or society**, the managing committee typically looks after the common areas, but for an **independent or standalone house, common-area maintenance falls entirely on you too**. And in a gated community, **common-area maintenance and common electricity must be paid up to the lease-end date**.

3	Grace period	Quarterly	100%
PHASES, MOVE IN, OCCUPANCY, MOVE OUT	DAYS TO REPORT DEFECTS, AGREE IT IN THE LEASE	RECOMMENDED AC SERVICING, KEEP RECEIPTS	DEPOSIT BACK IF RETURNED IN GOOD ORDER

DO THIS FIRST

Before you settle in, lock down two things that everything else depends on. **One, confirm your landlord or society files your Form C** (the host's 24-hour accommodation report to the FRRO) and that your **lease is registered**. Your **FRRO registration and your bank account both depend on these**, without them you can get stuck. **Two, walk the property and report every defect in writing before the grace period ends**. The grace period is landlord-dependent, so agree it *at the time of signing the lease*; after it lapses, minor repairs become your cost.

- ① **Form C and a registered lease unlock the rest of your move.** Your host (landlord or society) must report your stay to the FRRO within 24 hours via **Form C**, and your lease should be **registered**. Confirm both in writing early, your **FRRO registration** and your **resident bank account** rely on them. If your landlord is unsure how, we guide them.

- ① **Tax on rent (TDS) may apply above ₹50,000/month**, it's the tenant's duty; IKAN isn't a tax advisor, but our **Rent-TDS guide** explains it and we connect you to one.

THE INSPECTION THAT PROTECTS YOU

When you first move in

Your landlord usually gives you a short **grace period**, a few days to use everything and flag pre-existing faults so **he** covers the cost. Miss it, and those become *your* repairs. So treat day one as an inspection: the IKAN team checks the property with you against the landlord's **inventory list**, and anything wrong gets recorded now, in writing.

1

Walk the whole property with the inventory list

The landlord provides an **inventory list** at handover. Go room by room and tick off every item, present, and in working order. Anything missing or damaged gets **recorded on the list now**, to be fixed by the landlord or noted as an existing defect.

2

Test every appliance and fitting, actually using it

Run the taps, switch on lights, test power outlets, open and close wardrobes and sliding doors. **Kitchen appliances**, fridge, washing machine, oven, microwave, chimney, are **not** tested by IKAN, so **you** must run them during the grace period. If something doesn't work, the landlord should be told within a few days of handover.

3

Photograph every defect, with the date

Take clear, dated photos of any scratch, stain, crack, chip or fault you find, walls, floors, worktops, sanitaryware, glass. This is your **evidence at move-out** that a mark was already there, and it settles most "fair wear and tear" disagreements before they start.

4

Notify the landlord IN WRITING before the grace period ends

Put every defect in an **email or message** to the landlord, not a phone call, so there's a record. Do it **before the grace period closes**. After that, the minor-repair clause kicks in and you carry the cost, whether or not you actually use that part of the property.

5

Take out contents insurance

Landlords in India rarely insure the property, it's not common practice and is entirely their choice. **Insure your own belongings** with a reputable contents / household policy of your choice; it's inexpensive peace of mind for your personal possessions.



What the inspection does and doesn't cover. IKAN physically checks every power outlet, tap, appliance and fitting for function, and runs each **air conditioner for about 30 minutes** to confirm cooling. We **do not** open up internal wiring, circuits, centralised AC machinery or plumbing, those need a paid specialist, which you can arrange at your own discretion. Builder material quality can't be guaranteed, so expect minor teething issues post-move.

WHAT THE INSPECTION COVERS, AND ITS LIMITS

Inspection scope, in plain terms

✓ Outlets, taps & fittings checked

Every power outlet, tap, appliance and fitting is physically checked at handover to confirm it works. Fixtures and fittings are handed over in working condition.

⚠ Wiring & plumbing NOT opened up

Internal wiring, circuits, centralised AC and concealed plumbing are not checked in a standard walkthrough. A specialist can assess these at extra cost, at your discretion.

✓ Power load confirmed

The property's power load is confirmed by the landlord and checked against the last paid electricity bill, so you know the supply you're working with.

⚠ Kitchen appliances not run by IKAN

Fridge, dishwasher, washing machine, dryer, oven, chimney and microwave are not tested by IKAN, run them yourself in the grace period and flag faults fast.

❶ **Fixtures are the landlord's choice, and must go back as-is.** The installed fixtures and fittings reflect the landlord's or builder's preference. You may change them at your own cost, but you must **restore the landlord's originals** (in the same condition as move-in) before you leave. **Fixed items** like wardrobes and bathroom fittings should not be altered or tampered with. Any repair or upgrade you want may not be approved by the landlord, and then it's your expense.

KEEP THEM WORKING, KEEP THE RECEIPTS

Appliances & servicing

Day-to-day maintenance means all the **minor repairs** to the fixtures and fittings within the home, **electrical, plumbing, woodwork, appliances, water tanks and common areas**. You're responsible for any damage to the property, including the furniture, fixtures, fittings and appliances the landlord provided, and that holds **whether the damage is intentional, unintentional, or down to your own negligence**.

1

Service air conditioners quarterly, and keep proof

In hot, humid cities with daily AC use, service the **air conditioner(s)** and compressors at regular intervals, possibly **quarterly**. Arranging and paying for servicing and gas refills is the occupier's duty unless the lease says otherwise. **Always keep receipts and invoices**, the landlord can ask for proof, and regular cleaning of the unit and filters keeps mould out of your air.

2

Consider an AMC, and remember warranties

An **Annual Maintenance Contract (AMC)** on the air conditioners is well worth it. Most new appliances are under **warranty in their first year**, so service them at regular intervals and use that cover while it lasts. Where your lease makes AC servicing the **landlord's** duty, it's still on you to **remind the landlord to have the air-conditioning serviced** on schedule, per the agreed terms.

3

Run the oven and unused toilets occasionally

If you rarely use the oven, **warm it up at least once every two weeks**, otherwise moisture collects on the elements and it spoils over time, at your cost. Likewise, **flush any unused toilets regularly** to prevent staining and mosquito breeding; stagnant water and unused taps can cause foul smells.

4

Switch off, and fix leaks fast

Switch off appliances, lights and fittings when not in use, **boilers and air conditioners draw the most power**, so keep them off when unused for efficiency and lower bills. For bottled gas, keep the regulator knob **off** when away; for piped gas, shut the main valve. Attend to **any leaking tap, shower or pipe immediately** to avoid negligence claims.

5

Clean chimney filters and sliding doors

Clean the **chimney / exhaust hood and its filter** at regular intervals. Use **sliding doors gently**, they're prone to displacement or warping from dust build-up and everyday wear.

6

Tell the landlord early, in writing, about anything serious

Maintain appliances and keep the landlord informed, **in writing**, of any issues or works needed. Any **major damage, deterioration or water seepage** must be raised immediately so the landlord can decide how to handle it, failing to inform them can be treated as your negligence.

7

Mind plants, planters and spillages

Stand pots and planters on **saucers or drip-trays**, run-off stains the floor, and that counts as chargeable damage. Before buying anything big or heavy, check the **floor can bear the weight**; any damage is your liability. Keep the **garden and plants well maintained, including during any extended absence**, and clean up **spillages immediately**, get the affected item or area professionally cleaned or polished if it needs it.

THE THINGS NOBODY WARNS YOU ABOUT

India living realities



Dust & pollution

India is dusty, it settles on floors, glass, frames, carpets and fittings and needs regular, often daily, cleaning. Consider air purifiers based on local pollution levels (track them via apps or news).



Power cuts & fluctuations

Power cuts and voltage swings are common and can fuse bulbs. Most large complexes have central stabilisers, and high-end fridges, TVs and ACs carry built-in stabilisers, but expect the occasional flicker.



Noise

A dense, diverse country comes with noise, flight paths, railways, calls to prayer, festivals, processions, rallies, traffic, generators and water pumps. It takes getting used to, and is beyond anyone's control.



Drainage & monsoon

Balcony and terrace drains aren't checked at handover. Have them cleaned regularly, blockages from leaves and dust become your responsibility, and open areas flood in heavy rain if outdoor drains clog.



Pests & mosquito mesh

Dispose of garbage promptly, clean inside and out, and book regular pest control. Keep doors, windows and openings closed or meshed dusk to dawn to cut dust and mosquitoes.



Mailboxes & irregular bills

Check your mailbox regularly for bills and notices, and act promptly. Some utilities bill irregularly, so a larger cumulative demand can appear later, don't be alarmed, just pay on time to avoid disconnection.

RESPECT THE SOCIETY YOU LIVE IN

Community rules

Every housing community's **association or society** sets its own rules to keep disturbance to a minimum, and as the occupier you must follow them and respect the association's decisions. These rules vary a lot, so **check with your association** for what applies to your community.



Timing and delivery restrictions are common. Many societies don't permit maintenance work late in the evening or during the afternoon, and some ban it on Sundays and holidays, even restricting deliveries of furniture and household goods at those times. It is advisable to **check with your association** for the rules and regulations of your housing community before you book any work or big delivery.

PHASE 3 · MOVE OUT

HAND IT BACK IN GOOD ORDER

When you move out

At handover, all appliances, fixtures and fittings should be in **working condition and undamaged, normal wear and tear excepted**. The landlord re-checks the same **inventory list** from move-in; everything must be present and working. You may still need to negotiate what counts as "fair wear and tear", since every landlord sees it differently, which is exactly why your dated move-in photos matter.

- ❶ **What is NOT fair wear and tear.** Damage that professional cleaning or repair can't remove isn't wear and tear, for example burn marks or scratches on worktops, crayon or pen on walls, scratches on wooden floors, **burned, broken or stained floor tiles or marble, stains on furniture, walls and flooring** (coffee, red wine, sticky fingers), kitchen appliances left uncleaned to the point of being unfit for use, stained or torn curtains, cracked window panes, lost keys, **door handles and locks** that are damaged or no longer work, a **bathtub or basin stopper** that's missing or not working, unpatched drill holes, cracked sanitaryware, **health-faucet cracks, leaks or rust**, torn mesh, broken cabinet doors, or **missing hardware** on furniture and cabinets. This list isn't exhaustive, when in doubt, repair or replace before handover.

PRINT THIS AND TICK IT OFF

Your move-out checklist

Before you hand back the keys

- ☐ Hand over **all keys** and keep them safe meanwhile, replace any that have gone missing.
- ☐ Return all **appliance user manuals**, kept safe through the tenancy.
- ☐ Replace any **blown or fused light bulbs** and fittings.
- ☐ Hand over all **remote controls in working order**, with **fresh batteries** where needed.
- ☐ **Repair or replace** anything broken, not functioning or lost since move-in.
- ☐ Note final **meter readings** (electricity, water, gas) and clear all bills to the lease end date.
- ☐ Take **dated photos** of the handed-back property as your record alongside the inventory check.

WHO PAYS FOR WHAT

Additional charges

Beyond rent, several running costs may be yours depending on the lease. Read the fine print of every subscription and membership, there can be hidden costs or early-termination penalties. Check with your IKAN consultant to pin down everything that applies to your property.

CHARGE	WHO PAYS
Utility bills, internet, phone, electricity, water, cooking gas, cable/satellite TV, garbage collection (may include deposits)	Occupier
Household help on your payroll, maid, nanny, driver, gardener, cook, security guard, house manager	Occupier
Society ID cards for your household help, and their police registration	Occupier
Upkeep of private gardens, lawns and any private swimming pool	Occupier
Monthly society maintenance charges (common-area cleaning, security, lifts, water, garbage, staff)	Occupier
Club house deposit and monthly usage charges (unless the lease says otherwise)	Occupier
Move-in and move-out charges levied by the society	Occupier
Annual Maintenance Contract (AMC) for appliances	Occupier
Stamp duty on lease registration (if applicable)	Per lease
Brokerage / finder's fee to the housing broker (where applicable)	Per lease

This is the most common set of charges, there can be others tied to your specific property. Each society sets its own rules, so check your community for exactly what the maintenance charge covers, and confirm the full list with your IKAN consultant.

- i What the society maintenance charge typically covers.** Every association sets its own rules, but in general it pays for common-area cleaning and upkeep, **gardening and plumbing**, security and the main gate, **pool, gym and play areas, elevators, common electricity**, water supply (both common areas and individual units), the running of the **clubhouse and community spaces**, garbage disposal, and **staff salaries**. Check with your community for the exact inclusions.

OFFICIAL RESOURCES

FRRO / Bureau of Immigration

Form C & foreigner registration

Registering Your Stay (FRRO)

How Form C links to your registration

IKAN Rent-TDS guide

Tax on rent above ₹50,000/month

How IKAN helps

- ✓ We run the **move-in inspection** with you, checking every outlet, tap, appliance and fitting against the landlord's inventory list
- ✓ We make sure **defects are recorded in writing** before your grace period ends, so they're the landlord's cost, not yours
- ✓ We confirm your landlord or society files your **Form C** and that your **lease is registered**, so your FRRO and bank account aren't held up
- ✓ We help you understand **society rules and additional charges**, and connect you to a tax advisor if Rent-TDS applies

Tenant duties · quick checklist

- ☐ Confirm **Form C is filed** and your **lease is registered**, FRRO and bank depend on it
- ☐ Walk the property, **test every appliance**, and **photograph all defects** with dates
- ☐ Report defects **in writing before the grace period ends**; agree that period in the lease
- ☐ Take out **contents insurance** for your belongings
- ☐ **Service the AC(s) regularly**, keep receipts, pay every bill on time
- ☐ Tell the landlord **in writing, early**, about any serious damage or seepage
- ☐ At move-out, run the **printable checklist** so the inventory checks out and your **deposit returns in full**

Get the three phases right, a careful move-in, a sensible routine, a clean move-out, and your deposit comes back without drama. We'll be alongside you for every step.

Your IKAN Relocations team

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