

Owner *KYC* Checklist

The owner-side twin of the lease checklist: which papers a corporate lease may ask for, why each one matters, how to hand them over safely, and what can slow the review.

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core paper groups

1clean handoff

IN SHORT

- A corporate lease should not turn into a document hunt.
- Share copies through the approved lease channel only.
- Address and ownership evidence should be checked before money moves.

A corporate lease should not turn into a document hunt. This page gives the owner a clean checklist and gives the assignee a respectful way to explain the request. **It is a practical intake card, not a title opinion or a promise of approval.** The exact list belongs to the company, city, society, property type, and the person who is authorised to sign.

THE SAFE HANDOFF RULE

Share copies through the approved lease channel only. Do not send original deeds, OTPs, passwords, CVV numbers, or unredacted personal information to an unknown chat contact. A complete packet is useful; a rushed packet sent to the wrong person is not.

01 THE OWNER PACKET • मालिक के दस्तावेज़

Five paper groups, one time

These are the common groups used to start a corporate lease review. A company or society may ask for more, or accept a different equivalent. Your consultant can tell you the exact request for this home before you send anything.

1 Ownership proof

A sale deed, registered conveyance, or another ownership record requested by the review team. A current property tax receipt can support the address trail, but it is not by itself a title opinion. The name and property address should line up with the draft lease.

2 PAN and government photo ID

The owner's PAN supports the lease and any rent tax credit process. A government photo ID confirms who is providing it. If the lessor is an entity, the review team may ask for entity and authorised-signatory papers instead.

3 Authority to sign

If someone signs for the owner, keep the relevant Power of Attorney or written authority and the signatory's ID ready. The review team checks that the person signing is allowed to bind the owner.

4 Payment details

Account name, account number and IFSC, usually supported by a cancelled cheque or bank letter if requested. The account name should make sense against the lessor. Never share an OTP, PIN, CVV, or online banking password.

5 Property and society papers

Recent property tax or utility evidence, and a society NOC or tenant intimation where the building requires one. Ask the society or managing agent what its current move-in process is; it varies by building.

Keep originals with you. The lease team normally needs a readable copy or a controlled upload for review. If an original must be inspected, agree where, by whom, and when it will be returned before handing it over.

02 WHY EACH CHECK EXISTS · क्यों

What the review team is trying to establish

A CLEAR REVIEW, WITHOUT THE MYSTERY

The person	Is the lessor who they say they are? Name, PAN, ID and signatory authority should tell one consistent story.
The home	Is the property in the draft the property being offered? Address and ownership evidence should be checked before money moves.
The payment	Can rent reach the right account? Account details are checked before the first transfer, with no need for a password or OTP.
The building	Can the assignee move in smoothly? Society or building requirements are surfaced before signing, not at the gate.

This is a process explanation, not legal, tax, title, or cyber-security advice. The review team's current request controls.

How to avoid the back and forth

1 Ask for the exact list first

Request the named checklist and the approved channel from the consultant or company contact. Do not guess from a forwarded message.

2 Make the names and address agree

Compare the owner's name, property address, draft lease, PAN, and ownership paper. Flag a mismatch before signing. A mismatch is a question to resolve, not something to hide.

3 Send one labelled packet

Use clear filenames such as Owner-PAN and Ownership-Proof. Include only what was requested, use the approved route, and keep your own copy of what you shared.

4 Wait for the real acknowledgement

Do not treat a sent email or upload as approval. The handoff is complete only when the receiving team acknowledges receipt and tells you whether anything is missing.

IMPORTANT

Do not promise a review time you do not control. A complete owner packet can make intake easier, but the actual review and approval clock belongs to the company, its compliance team, the society, and the local process. Your consultant can confirm the next step after the receiving team has responded.

Four things to resolve early

- ✓ **Name mismatch:** the lease, PAN, ownership proof, and bank account point to different names.
 - ✓ **Missing authority:** an agent or family member is signing but the authority to sign is not in the packet.
 - ✓ **Building rule discovered late:** the society needs an NOC, tenant form, move-in slot, or a copy of the executed lease.
 - ✓ **Unsafe channel:** a request arrives from an unknown number or asks for credentials, OTPs, or more than the lease team needs.
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05 YOUR ONE-SCREEN CARD · एक नज़र में

Before you send

Owner KYC handoff

- ☐ Ask for the **exact current list** and approved channel
 - ☐ Prepare **ownership proof, PAN, photo ID, authority, bank, and building papers** as applicable
 - ☐ Check **name and property address consistency** before sharing
 - ☐ Send copies only through the **approved lease route**; never share OTPs or passwords
 - ☐ Wait for the **receiving team's acknowledgement**; sent is not approved
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06 YOUR SUPPORT

How IKAN can help

- ✓ Your consultant can tell you **which list the receiving team has actually requested** for this lease.
 - ✓ We can help surface a **name, address, authority, or building mismatch** before the draft is ready to sign.
 - ✓ We can explain the next step after the **real receiving acknowledgement**, without calling a sent packet approved.
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One clear packet makes a corporate tenancy easier for everyone. Keep your originals, use the approved route, and let the receiving team's real response set the next clock.

YOUR IKAN RELOCATIONS TEAM

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Where expertise meets empathy, supporting your move to India, every step of the way. This guide is a practical web-first checklist. Requirements vary by company, city, society, property, and lease; your consultant confirms the current request before you share anything.