

## **General Power of Attorney Format**

(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 cost the aforementioned property through leave and license agreement.
2. To buy the stamp, make, sign, implement 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 aforenamed property.
3. To request, collect the rent due on the aforesaid property.
4. Managing and controlling aforementioned property, including collecting monthly rents from licenses and issuance correct stamped receipts acknowledging the rent received.
5. To submit all necessary applications, affidavits, and documents to government departments and other relevant authorities for the management of the aforementioned property, as well as to perform all other actions, deeds, and things in respect thereof.
6. To execute and carry out necessary repairs, additions, and other improvements to the said property as and when required, and to obtain all necessary permits and/or sanctions from any relevant authority in order to do so.
7. For the purpose of any essential facilities or amenities required to be provided in the building to dealing with Government departments and other urban local bodies. He can sign all papers and documents etc. for this purpose.
8. To pay all taxes, municipal levies, and any taxes that may be to pay.
9. To file any objections with Govt. departments or other local body of Government for any purpose allied with aforementioned property.

10. To provide the details of License to respective 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. Attend society meeting and pay the maintenance fee.

12. To appoint any Advocate or Attorney for the purpose, and or to appear for and represent us in any courts, civil, criminal, or revenue, including labour tribunals, in any registration offices, and to present appeals in any court, and to accept service of all summons, notices, and other legal processes.

13. AND GENERALLY TO DO ALL other acts, deeds and things, which my aforesaid attorneys may consider and proper for the maintenance, service of my property.

14. This power of attorney comes with no any deliberation.

Provided, however, that the stated attorney does not sell or transfer the property's ownership to anyone. Furthermore, the said attorney shall keep accurate records of all activities carried out under 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