

Maintenance Charges Statement

Tenant Name: _____
Landlord Name: _____
Property Address: _____
Period Covered: _____
Agreement Reference No.: _____

Summary of Maintenance Charges

S.No	Description	Period	Amount (INR)
1	General Building Maintenance	Jan 2024 - Mar 2024	5,000
2	Lift & Security	Jan 2024 - Mar 2024	2,000
3	Water Charges	Jan 2024 - Mar 2024	1,200
4	Parking	Jan 2024 - Mar 2024	1,000
Total			9,200

Payment Details

Paid On: _____
Mode of Payment: _____
Payment Reference No.: _____

Signatures

Landlord's Signature _____
Tenant's Signature _____

Important Notes

- This statement should be preserved for future reference and audit.
- Maintenance charges are separate from rent unless stated in the agreement.
- Ensure payment is made only through traceable means (bank transfer, cheque, etc.).
- Get receipts for every maintenance payment made.
- Review the agreement for any inclusions or exclusions in maintenance scope.