

# INFORMATION BOOKLET AND APPLICATION FORM

**For**  
**Permission for Transfer/  
Change of Ownership**  
**of House/Shop/Plot/SCR/Flat**



**ODISHA STATE HOUSING BOARD**

Sachivalaya Marg, Kharavela Nagar, Bhubaneswar - 751001  
Tel. : 91-674-2390141, 2391542, 2393524, Fax : 91-674-2393952

Price Rs. 200.00  
+ GST.....

## DOCUMENTS REQUIRED

for

- (I) Change of Allotment
- (II) Transfer of Ownership
- (III) Pre-possession transfer of ownership  
of the House / Shop / Plot / SCR / Flat

01. Application is to be made in the prescribed Application Form (Proforma – Annexure –I)
02. (a) Processing fees to be paid in cash in Vijaya Bank, OGNBC Branch, OSHB, Head Office, Bhubaneswar / Rourkela Branch Office, Rourkela.  
(b) Processing fees to be paid in Draft favouring “**Odisha Housing Board Fund**” payable at Bhubaneswar.  
(c) The required processing fees for different category are as follows :

The processing fee will be charged @ 5% of the prevailing bench mark value of the land, fixed by Govt. in the scheme area, irrespective of execution of lease deed or not, by the original allottee / Transferor Non with GST. The above rate shall not be less than the minimum processing fees as under for different categories :

| Category of House / Plot / Flat | Housing Schemes at Cuttack / Bhubaneswar/Rourkela (in Rs.) | Housing Schemes at other Districts (in Rs.) |
|---------------------------------|------------------------------------------------------------|---------------------------------------------|
| E.W.S.                          | 15,000/- + GST                                             | 10,000/- + GST                              |
| L.I.G. / 1 BR Flat              | 20,000 + GST                                               | 15,000/- + GST                              |
| M.I.G. / 2 BR Flat              | 50,000/- + GST                                             | 30,000/- + GST                              |
| H.I.G / 3BR & above Flat        | 1,00,000/- + GST                                           | 60,000/- + GST                              |
| Shops                           | 30,000/- + GST                                             | 15,000/- + GST                              |

The allottee will have to pay the processing fee as per the normal rate of 5% of bench mark value of the land or minimum processing fee, whichever is higher.

03. Indemnity Bond and Affidavit of the allottee is required in case of the House / Shop / Plot / SCR / Flat where lease-cum-sale deed has not been executed, because lease deed has not been executed with Govt. by OSHB.
04. In case of Flats where category have not been mentioned.  
1 BR – LIG, 2 BR – MIG, 3 BR – HIG  
4 BR
05. Copy of Deposit Advice Slip is to be enclosed.
06. Attested recent Passport size photograph of both the transferor and transferee.
07. Annual Income Limited of the Transferor and transferee.
  - EWS – Upto 1,80,000/- per annum
  - LIG – upto 1,80,000/- to 3,60,000/- per annum
  - MIG – 3,60,000/- and above.
  - HIG – 3,60,000 and above
08. Original money receipt of the application form is to be enclosed.
09. In case of any encroachment of Govt. land / OSHB land beyond the allotted area, no permission of transfer / change of ownership will be allowed.
10. P.H. clearance certificate from P.E. (P.H.), OSHB towards payment of water tariff dues to the Board, if applicable.
11. **Allottees / prospective buyers are requested to resist their temptation in paying illegal gratification for this work to anybody.**
12. Transfer of ownership can be allowed after completion of two years from the date of taking of physical possession of the House / Plot / SCR / Shop / Flat.
13. After transfer of allotment made by OSHB, it shall not entitle the family for further allotment.

To

The Secretary,  
Odisha State Housing Board,  
Bhubaneswar.

**ANNEXURE-I.**

Sub:- Application for transfer of ownership of House / Shop / Plot / SCR / Flat.

Sir,

I am submitting herewith the following information alongwith requisite documents for transfer of ownership of the House / Shop / Plot / SCR / Flat allotted to me by way of sale / Gift.

01. Name of the allottee : \_\_\_\_\_
02. House No. : \_\_\_\_\_
03. Scheme Name : \_\_\_\_\_
04. Name of the person : \_\_\_\_\_  
( To whom the house will be transferred )  
Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
05. Original Sale Price : \_\_\_\_\_
06. Present Market Value : \_\_\_\_\_
07. Relationship of the allottee with the transferee : \_\_\_\_\_
08. Whether all the dues has been paid to OSHB : \_\_\_\_\_
09. Whether the said house is mortgaged to  
Employer / Bank / Any Financial Institution : \_\_\_\_\_
10. Reasons for transfer : \_\_\_\_\_  
\_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Allottee

Place : \_\_\_\_\_

Present Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

**Enclosure :-**

1. Attested photo copy of Deposit Advice Slip towards payment of processing fees.
2. Affidavit ( in original of the transferee ) – Annexure -A.
3. Attested photo copy of the registered lease-cum-sale deed .
4. Declaration of the present market value of the House / Shop / Plot / SCR / Flat by both the transferor and transferee and an undertaking that they will bear the stamp duty and Registration charges – Annexure -B.
5. Affidavit ( in original ) of the Transferor – Annexure – C ( in case where the lease deed has not been executed ).
6. Indemnity Bond ( in original of the transferor – Annexure – D ( in case where the lease deed has not been executed ).
7. Original clearance certificate from Employer / Bank / Financial Institution alongwith Original No Objection Certificate issued by OSHB in cases where the House / Shop / Plot / SCR / Flat has been mortgaged.
8. 3 attested specimen signature of the transferor and transferee.
9. Photo copy of allotment letter / possession order / lease-cum-sale deed duly attested by a Gazetted Officer.
10. Attested recent passport size photograph of the transferor and transferee.
11. Undertaking by the allottee that he / she has not mortgaged the property anywhere and it is free from all encumbrances and that he/she has not given any Power of Attorney to anybody against the House / Shop / Plot / SCR / Flat – Annexure- E.
12. Original Money Receipt of the application form.
13. Undertaking by the allottee that he / she has not encroached any Govt. / Board's land – Annexure – F .
14. Undertaking by the transferee that he / she is fully aware of the undertaking given by the allottee – Annexure-G.
15. P.H. Clearance Certificate from P.E (PH), OSHB towards payment of water tariff dues to the Board, if applicable.
16. Affidavit by the allottee regarding non-possession of dual / multiple allotment by he /she or his/her family as per Annexure -H.
17. ID Proof (Adhar Card / Voter ID Card) of Transfer and transferee

## (By the Transferee)

In the court of Sri \_\_\_\_\_ EXECUTIVE  
MAGISTRATE / NOTARY PUBLIC

## AFFIDAVIT

I Sri/ Smt \_\_\_\_\_ aged  
about \_\_\_\_\_ years, S/O, D/O, W/O \_\_\_\_\_  
resident of \_\_\_\_\_ P.O. \_\_\_\_\_  
P.S. \_\_\_\_\_ Dist \_\_\_\_\_ at  
present residing at \_\_\_\_\_ P.O. \_\_\_\_\_  
P.S. \_\_\_\_\_ Dist \_\_\_\_\_  
by profession \_\_\_\_\_ by cast \_\_\_\_\_ do hereby  
solemnly affirm and state as follows :

01. That, I or any member of my family dependants as noted in the statement do not own/possess any residential Plot/House/Shop-cum-residence/Flat/Shop in the \_\_\_\_\_ Municipal /NAC area.
02. That the present annual income of my family from all sources is Rs \_\_\_\_\_ only.
03. That the following persons are the members of my family and dependants and nominee as noted in the statement below.

| Sl No | Name  | Relation | Age   |
|-------|-------|----------|-------|
| 01    | _____ | _____    | _____ |
| 02    | _____ | _____    | _____ |
| 03    | _____ | _____    | _____ |
| 04    | _____ | _____    | _____ |
| 05    | _____ | _____    | _____ |

Identified by  
**Advocate**

\_\_\_\_\_  
**Signature of the Deponent**

I Sri / Smt \_\_\_\_\_ aged  
about \_\_\_\_\_ years, S/O, D/O, W/O \_\_\_\_\_  
resident of \_\_\_\_\_ P.O. \_\_\_\_\_  
P.S. \_\_\_\_\_ Dist \_\_\_\_\_ at  
present residing at \_\_\_\_\_ P.O. \_\_\_\_\_  
P.S. \_\_\_\_\_ Dist \_\_\_\_\_  
by profession \_\_\_\_\_ who is identified by Sri \_\_\_\_\_  
\_\_\_\_\_, Advocate appears before me and solemnly declare on oath that the contents  
of this affidavit are true to best of his / her knowledge and belief.

**Deponent**

\_\_\_\_\_  
**Executive Magistrate / Notary Public**

**DECLARATION**

We both the transferor and transferee declare that the House/ Shop/ Plot/ SCR/ Flat bearing No \_\_\_\_\_ under \_\_\_\_\_ phase \_\_\_\_\_ Housing scheme at \_\_\_\_\_ shall register the lease-cu-sale deed at the present market value as fixed by the Sub-Register of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and abide by the terms and conditions of Odisha State Housing Board, Bhubaneswar Act, Rule & Regulation. The stamp duty and registration charges shall be borne by the transferee.

**TRANSFEEEE**

**TRANSFEROR**

**Annexure - C**  
**(By the transferor)**

**IN THE COURT OF THE EXECUTIVE MAGISTRATE**  
**FORM OF AFFIDAVIT**

I Sri/ Smt \_\_\_\_\_  
Aged \_\_\_\_\_ years, S/O, D/O, W/O Sri \_\_\_\_\_  
permanent resident of \_\_\_\_\_ at present \_\_\_\_\_  
do hereby solemnly affirm and state as follows:

1. That, I have been allotted Shop/ Plot/ House/ SCR/ Flat bearing No \_\_\_\_\_ of \_\_\_\_\_ category in \_\_\_\_\_ scheme of OSHB in the year \_\_\_\_\_ against my registration no \_\_\_\_\_. I have paid all the dues of OSHB towards cost, interest and other charges.
2. That I have entered into an agreement with \_\_\_\_\_ S/O, D/O, W/O Sri \_\_\_\_\_ Permanent Address \_\_\_\_\_ Present Address \_\_\_\_\_ for transfer of the above House/ Plot/ Shop/ SCR/ Flat because of \_\_\_\_\_ (reasons of transfer).
3. I do hereby declare that the amount deposited by me against the House/Plot/ Shop/ SCR / Flat No \_\_\_\_\_ under the \_\_\_\_\_ scheme is hereby transferred to the name of Sri \_\_\_\_\_ At \_\_\_\_\_ PO \_\_\_\_\_ Dist \_\_\_\_\_ and Sri/ Smt \_\_\_\_\_ shall be liable to pay all the dues if any against the above property and shall not claim for any amount in future.
4. The aforesaid asset has not been mortgaged anywhere and is free from all encumbrances. I have not encroached any land of my adjoining area/ road/ public space/ open space. I possess the actual extent of the area allotted to me by OSHB.

That the facts stated in the affidavit are true to the best of my knowledge and belief. I swear this affidavit to produce before the Odisha State Housing Board required for transfer/change of allotment of the above said asset in favour of \_\_\_\_\_.

**Advocate**

\_\_\_\_\_  
**Signature of the Deponent**

I Sri/ Smt \_\_\_\_\_ aged about \_\_\_\_\_ years, S/O, D/O, W/O \_\_\_\_\_ Resident of \_\_\_\_\_ PO \_\_\_\_\_ P.S. \_\_\_\_\_ Dist \_\_\_\_\_ at present \_\_\_\_\_ by profession \_\_\_\_\_.

Who is identified by Sri \_\_\_\_\_, Advocate appears before me and stated on oath/ solemnly declared the contents of this affidavit are true to best of his knowledge.

**Deponent**

\_\_\_\_\_  
**Executive Magistrate / Notary**

**Annexure - D**  
**(By the transferor)**

**INDEMNITY BOND**

**KNOW BY ALL MEN BY THESE PRESENT**

That, I Sri / Smt \_\_\_\_\_  
aged \_\_\_\_\_ years S/O,D/O, W/O Sri \_\_\_\_\_  
at \_\_\_\_\_ P.S. \_\_\_\_\_  
Dist. \_\_\_\_\_ at present \_\_\_\_\_  
(hereinafter called the Surety indemnifying myself, my heirs, successors, executors,  
administrators and assigns.

1. That, I have requested OSHB vide letter dated \_\_\_\_\_ for change of  
allotment of House No / Shop No \_\_\_\_\_ under \_\_\_\_\_  
Scheme, O.S.H.B. in favour of \_\_\_\_\_
2. That, whereas the OSHB agreed to the proposal to change the allotment of schedule  
property in favour of Sri / Smt \_\_\_\_\_  
At \_\_\_\_\_ PO \_\_\_\_\_ P.S. \_\_\_\_\_  
in the District of \_\_\_\_\_  
and at present residing at \_\_\_\_\_
3. That, I nor my successor's interest, heirs, executors, assignees shall claim any right,  
whatsoever for the past, present and future of the schedule property as below.
4. That, I hereby indemnify the Odisha State Housing Board from all liabilities or  
litigation time to time for change of allotment.

**SCHEDULE OF PROPERTY ABOVE REFERRED TO**

A Plot/House/Shop bearing No \_\_\_\_\_, measuring an area of \_\_\_\_\_ Sft  
Length \_\_\_\_\_ ft, Breadth \_\_\_\_\_ ft, Plinth area of \_\_\_\_\_ Sft  
of \_\_\_\_\_ OSHB Scheme in District \_\_\_\_\_ for development  
of the above scheme under the jurisdiction of District Registrar \_\_\_\_\_ District.  
In witness whereof the above named principal have assigned this the \_\_\_\_\_ Day of \_\_\_\_\_.

**Witness**

**(Executant)**

1.

2.

Identified by Advocate

Solemnly affirm & declare on earth that the facts stated above are true, correct to the best  
of my knowledge and nothing therein has been cancelled/suppressed.

**Executant**

**Executive Magistrate**

**UNDERTAKING**

I Sri / Smt. \_\_\_\_\_ the transferor undertake that the House / Shop / Plot / SCR / Flat bearing No \_\_\_\_\_ under \_\_\_\_\_ phase \_\_\_\_\_ Housing Scheme at \_\_\_\_\_ has not been mortgaged anywhere and is free from all encumbrances. I have not given any power of attorney to anybody for the above House / Shop / Plot / SCR / Flat.

**TRANSFEROR**

Specimen Signature \_\_\_\_\_ (Transferor)

1.

2.

3.

Specimen Signature of \_\_\_\_\_ (attested)

\_\_\_\_\_  
(Signature)

Full Name with Seal & Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Seal)

Specimen Signature \_\_\_\_\_ (Transferee)

1.

2.

3.

Specimen Signature of \_\_\_\_\_ (attested)

\_\_\_\_\_  
(Signature)

Full Name with Seal & Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Seal)

**Annexure- F**  
**(By the transferor)**

**UNDERTAKING**

I/We Sri/Smt \_\_\_\_\_ the  
allottee(s) of House/ Shop/ Plot / SCR / Flat No \_\_\_\_\_  
under \_\_\_\_\_ at \_\_\_\_\_  
(Name of the Scheme)

Do hereby undertake that I/We have applied for transfer of ownership of the above  
property by way of sale / gift to Sri / Smt \_\_\_\_\_  
At/PO \_\_\_\_\_ Dist \_\_\_\_\_ and have not  
encroached any Board's or Govt. land by way of construction or otherwise beyond the  
approved allotted area.

In the event of encroachments, if any, found on verification, I/We shall be held responsible  
for such unauthorised encroachment and shall have no objection if the proposal for transfer  
of ownership is stopped/cancelled and processing fees forfeited due to the above reason.

\_\_\_\_\_  
(Full Signature with  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annexure -G**  
**(By the transferee)**

I/We Sri / Smt \_\_\_\_\_ the  
proposed transferee in the instance case is/ are fully aware of the undertaking given by the  
allottee as in Annexure-F hence putting my signature / thumb impression in good & sound  
mind.

\_\_\_\_\_  
(Full Signature with  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT**

IN THE COURT OF \_\_\_\_\_ **BHUBANESWAR**

I Sri / Smt. \_\_\_\_\_, aged about \_\_\_\_\_ years, S/O / W/O \_\_\_\_\_ at \_\_\_\_\_, PO \_\_\_\_\_, PS \_\_\_\_\_, Dist \_\_\_\_\_ do hereby solemnly affirm and state as follows:-

1. That, I have been allotted a house bearing no \_\_\_\_\_ under \_\_\_\_\_ scheme at \_\_\_\_\_, Bhubaneswar by OSHB.
2. That, neither I nor my family members have possess any dual / multiple house / flat/ plot/ SCR under BMC/ CMC area, except this house.
3. That, I have applied to OSHB for transfer of ownership by way of sale/ Gift of the above house to Sri / Smt \_\_\_\_\_ of (Adress):
4. That, I do hereby declare that there is no case / dispute pending against the above mentioned house in any court.
5. That, in future, if any case found/ any problem arises, then I will be held responsible and OSHB will not be responsible in any way.
6. That, I have not given Power of Attorney to anybody nor mortgaged the above house in any other Bank / Financer.
7. That, I swear the facts stated in this affidavit are true and correct to the best of my knowledge and nothing have been suppressed.

Identified by

ADVOCATE

Deponent

Sworn before me

Deponent

Magistrate / Notary Public

# SALIENT FEATURES OF OSHB

- Litigation free land with house in Prime Locations at affordable cost.
- Affordable Instalment Scheme for allottees.
- Well-Planed infrastructure facilities such as Road, Drain, Electrification, Drinking Water facility with ancillary provisions like Schools, Hospital, Park, Shopping Complex etc.

