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. The above rate shall not be less than the minimum processing fees as under for different categories:

<table>
<thead>
<tr>
<th>Category of House / Plot / Flat</th>
<th>Housing Schemes at Cuttack / Bhubaneswar / Rourkela (in Rs.)</th>
<th>Housing Scheme at other Districts (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.W.S.</td>
<td>15,000/-</td>
<td>10,000/-</td>
</tr>
<tr>
<td>L.I.G / 1 BR Flat</td>
<td>20,000/-</td>
<td>15,000/-</td>
</tr>
<tr>
<td>M.I.G / 2 BR Flat</td>
<td>50,000/-</td>
<td>30,000/-</td>
</tr>
<tr>
<td>H.I.G / 3 BR &amp; above Flat</td>
<td>1,00,000/-</td>
<td>60,000/-</td>
</tr>
<tr>
<td>Shops</td>
<td>30,000/-</td>
<td>15,000/-</td>
</tr>
</tbody>
</table>

The allottee has to pay additional Rs. 200.00 towards application cost along with the processing fees. 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 transferee:

- EWS: Upto Rs.7,500/- per month
- LIG: Rs.7,501/- to Rs.15,000/- per month
- MIG: Rs.15,001/- to Rs.25,000/- per month
- HIG: Rs.25,001/- and above per month

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.

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.
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 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.
Annexure - A

(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.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name</th>
<th>Relation</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Annexure - B

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.

TRANSFEREE

TRANSFEROR
IN THE COURT OF THE EXECUTIVE MAGISTRATE
FORM OF AFFIDAVIT

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.

Executive Magistrate / Notary
INDEMNITY BOND

KNOW BY ALL MEN BY THESE PRESENT

That, I Sri / Smt __________________________ aged __________________ years S/O,D/O, W/O Sri __________________________ at __________________________ 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, Bredth ________________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)

**UN D E R T A K I N G**

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 transfeere)

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 _______________________________, BBUBANESWAR

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 (Address):

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