

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

Rs 2000.00 + 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@ 15% 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 with GST.

Category of House / Plot / Flat	Processing Fees
E.W.S.	15 % of the prevailing Bench Mark Valuation with GST
L.I.G. / 1 BR Flat	
M.I.G. / 2 BR Flat	
H.I.G / 3BR & above Flat	
Shops	

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 – 1,80,001/- to 3,60,000/- per annum
MIG – 3,60,001/- and above.
HIG – 3,60,001/- 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.

