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.

<table>
<thead>
<tr>
<th>Category of House / Plot / Flat</th>
<th>Processing Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.W.S.</td>
<td></td>
</tr>
<tr>
<td>L.I.G. / 1 BR Flat</td>
<td></td>
</tr>
<tr>
<td>M.I.G. / 2 BR Flat</td>
<td></td>
</tr>
<tr>
<td>H.I.G / 3BR &amp; above Flat</td>
<td>15% of the prevailing Bench Mark Valuation with GST</td>
</tr>
<tr>
<td>Shops</td>
<td></td>
</tr>
</tbody>
</table>

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.
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/shes 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.

<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
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-cum-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 __________ 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 ____________________
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)
UNDEARTAKING

I/We Sri/Smt __________________________ 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 __________________________ of 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 __________________________]

________________________________________________________

________________________________________________________

________________________________________________________
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 (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
SALIENT FEATURES OF OSHB

- Litigation free land with house in Prime Locations at affordable cost.

- Affordable Instalment Scheme for allottees.

- Well-Planned infrastructure facilities such as Road, Drain, Electrification, Drinking Water facility with ancillary provisions like Schools, Hospital, Park, Shopping Complex etc.