

CHECK LIST FOR TRANSFER OF HOUSE/SHOP AT:- _____

1. (i) Name of the allottee
(ii) Caste
2. House No . _____ Plot area _____ Plinth area _____
3. Original Sale Price of the house/shop :-
4. Sale Price declared by the transferor & transferee :-
5. a) Date of agreement for lease :-
b) Date of agreement for advance possession :-
6. Date of handing over possession
a) Due date to taking possession :-
b) Actual date of taking possession :-
c) Whether watch and ward charges paid :-
7. Deposit particulars :-
a) Initial :-
b) Instalments :-
c) Date of closer of loan account :-
8. a) Whether allotment of the house cancelled ? :-
b) If yes, date of restoration of allotment :-
9. Whether lease deed executed by the allottee or not :-
10. Whether lease deed executed by OSHB with Govt.:-
11. Date of application by the transferor :-
12. Whether signature in application is tallying with the original signature. :-
13. Purpose of transfer :-
14. Name of the transferee :-
15. a) Affidavit of the transferee in original :-
b) Category of Income Group of transferee :-
c) Annual Income of Transferee :-
d) Whether the affidavit is clear and without correction :-
16. Indemnity Bond of allottee (transferor) :-
(Executed before Executive magistrate / Notary)
17. Affidavit of allottee (transferor) :-
- 18.a) Whether prescribed time of 2years is over :-
From date of possession.
b) Undertaking by the transferor in Annexure-F :-
(in shape of affidavit)
- (c) Undertaking by the transferee in Annexure-G :-
(in shape of affidavit)

19. Processing fees :-
(Original Challan / attested Xerox copy)
20. Attested Xerox copy of lease deed. :-
21. N.O.C for loan :-
(yes, then original clearance & original NOC to be returned & if no. Then undertaking that house is not mortgaged.)
22. P.H clearance of OSHB :-
(original clearance/attested Xerox copy)
23. Whether attested specimen signature submitted :-
24. Whether latest attested pass port size Photograph of the transferor and transferee is submitted :-
25. Whether copy of allotment letter/possession Letter /agreement submitted. :-
26. Undertaking by the allottee that He/ She :-
has not given power of attorney to anybody to sell this house.
27. Whether allottee has encroached any Board's or Govt. land by way of construction or otherwise beyond the approved allotted area :-
(Amin/P.E/A.L.A.O/Land Squad report)
28. Undertaking regarding pending no case Pending of on case against the/no dual/ multiple allotment in shape of affidavit. :-
29. Copy of paper Advertisement :-
30. Whether any complain received against the Paper Advertisement. :-
31. Whether the house under Discretionary Quota. :-

Dealing Asst.

Section Officer