

FAQ for Residential Property

- Que1 How do I submit documents online to get KYA updation done?
- Ans1 By submitting KYA form in the Authority in the KYA format available Online with requisite documentary evidence.
- Que 2 How can I get the adjustment of payment made by me?
- Ans 2 You are required to submit the request online with documentary evidence like copy of challans of payments made by you.
- Que 3 How can I get the calculation/verification/updation of deposits made by me?
- Ans 3 You are required to submit the request online with documentary evidence like copy of challans of payments made by you.
- Que 4 How can I get the cancellation of transfer of plot/flat?
- Ans4 You are required to apply online with affidavits by both the parties stating the Anspost or at the counter of the Authority. Transfer charges deposited by allottee will be forfeited by Authority.
- Que 5 How can I get the change of address?
- Ans 5 You are required to apply online on the prescribed format with documentary evidence for address proof.
- Que 6 How can I get the change of address as sub-lessee?
- Ans 6 You are required to apply online on the prescribed format with documentary evidence for address proof.
- Que 7 How can I get the excess amount refund?
- Ans 7 You are required to apply online with bank payment challan.
- Que 8 How can I get the extension of validity of transfer memorandum?
- Ans 8 You are required to apply online on affidavits by both the parties stating reason of extension.
- Que 9 How can I get the duplicate papers issued?
- Ans 9 You are required to apply online after registering a FIR .
- Que 10 How can I get joint name in the allotment?
- Ans 10 You are required to apply online on the prescribed format with affidavits and photographs and address proof and relation proof.
- Que 11 How can I get the lease deed executed?

- Ans 11. You are required to apply online with the requisite papers as mentioned in the checklist issued in this regard. You will be informed about the date & time to be present in the office with all requisit original papers, payments and stamp papers etc.
- Que 12 How can I get the mortgage permission?
- Ans 12 You are required to apply online on prescribed format with sanction letter from the bank.
- Que 13 How can I get the mortgage permission closure /withdraw/ cancellation?
- Ans 13 You are required to apply online on prescribed format with closure/withdraw/cancellation letter from the bank in original. .
- Que 14 How can I get the mutation of plot/flat after death of the allottee?
- Ans 14 You are required to apply online on the prescribed format with death certificate, indemnity bond, affidavits, surviving member certificates, identity and address proof of the concerned legal heirs.
- Que 15 How can I get the mutation of plot/flat after transfer?
- Ans 15 Your are required to apply online with copy of the transfer deed after executing the transfer deed.
- Que 16 How can I get the correction in name?
- Ans 16 You are required to apply online with documentary evidence.
- Que 17 How can I get the no dues certificate?
- Ans 17 You are required to apply online to issue no dues certificate.
- Que 18 How can I make the one time payment?
- Ans 18 You are required to apply online, you will be informed to make the one time payment within the due date. Once you get the permission of one time that will not be revert back.
- Que 19 How can I get the allotment of plot/flat restoration after cancellation of the plot/flat ?
- Ans 19 You are required to apply online with reasons whatsoever within six month of cancellation and you will be informed accordingly to submit requisite papers and do payments for restoration of plot/flat.
- Que 20 How can I surrender the plot/flat?
- Ans 20 You are required to apply online with all original papers issued by the Authority and payment challans and as per the conditions mentioned in the brochure and lease deed of the concerned scheme.
- Que 21 How can I get the time extension for construction of house?

- Ans 21 You are required to apply online stating reasons and you will be informed with time extension if the required time is within the free time limit and will be informed to pay the required amount for the time extension for construction as per the requirement.
- Que 22 How can I get the extension of time for execution of lease deed?
- Ans 22 You are required to apply online stating reasons for getting delay in execution of lease deed within the prescribed time limit. You will be required to pay the prescribed time extension charges and will be informed accordingly.
- Que 23 How can I get the transfer of plot/flat?
- Ans 23 You are required to apply online on the prescribed format with requirement affidavits, payments and also have to submit the original papers by post or at the counter of the Authority. You will be informed to be present in the office for personal verification and the transfer memorandum will be issued after approval and completing the above formalities.