

Builder Services

Sr No.	Services List	Delivery Time (In Days)														
1.	<p>Lease Deed (Builder Allottee)</p> <p>Document Check List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Challan Copy of all paid amounts against premium. (scanned and show originals)</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Challan Copy of Paid Lease Rent & Paid documentation charges (scanned and show originals)</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Stamp paper(original) according checklist</td> </tr> <tr> <td style="text-align: center;">4</td> <td>05 Attested photographs of the authorized signatory of the allottee company/SPC attested by Gazetted Officer or nationalized Bank.</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Two attested signature of the authorized signatory of the allottee company duly attested by a Gazetted Officer or nationalized Bank (scanned and show originals).</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Board Resolution of the Company/SPC authorizing the person to sign the lease deed on behalf of the company and take possession of the allotted plot (scanned and show originals)</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Memorandum & Articles of Association & CA Certified Shareholders/Directors List.</td> </tr> </table>	1	Challan Copy of all paid amounts against premium. (scanned and show originals)	2	Challan Copy of Paid Lease Rent & Paid documentation charges (scanned and show originals)	3	Stamp paper(original) according checklist	4	05 Attested photographs of the authorized signatory of the allottee company/SPC attested by Gazetted Officer or nationalized Bank.	5	Two attested signature of the authorized signatory of the allottee company duly attested by a Gazetted Officer or nationalized Bank (scanned and show originals).	6	Board Resolution of the Company/SPC authorizing the person to sign the lease deed on behalf of the company and take possession of the allotted plot (scanned and show originals)	7	Memorandum & Articles of Association & CA Certified Shareholders/Directors List.	60 days from checklist date
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2.	<p>Mortgage Permission for Project Loan (Builder Allottee/Lessee)</p> <p>Document Check List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Application for mortgage on permission on prescribed format of authority.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Sanction/intimation Letter of concerned bank. (scanned and show originals)</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Copy of registered sub-lease & challan copy of processing fees Rs. 1000/- (scanned and show originals)</td> </tr> </table>	1	Application for mortgage on permission on prescribed format of authority.	2	Sanction/intimation Letter of concerned bank. (scanned and show originals)	3	Copy of registered sub-lease & challan copy of processing fees Rs. 1000/- (scanned and show originals)	7 days								
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3.	<p>Mortgage Permission/N.O.C to Builder Allottee fir their flats buyer</p> <p>Document Check List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Sanctioned Letter of concerned bank (scanned and show originals)</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Challan copy of Mortgage Processing Fees Rs. 1000/- (scanned and show originals)</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Application for mortgage permission/ N.O.C. on plan paper. (scanned and show originals)</td> </tr> </table>	1	Sanctioned Letter of concerned bank (scanned and show originals)	2	Challan copy of Mortgage Processing Fees Rs. 1000/- (scanned and show originals)	3	Application for mortgage permission/ N.O.C. on plan paper. (scanned and show originals)	7 days								
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4.	<p>Change of Address (Builders Allottee)</p> <p>Document Check List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1</td> <td>Application for change of address on prescribed format with ROC address change proof. (scanned and show originals)</td> </tr> </table>	1	Application for change of address on prescribed format with ROC address change proof. (scanned and show originals)	3 days												
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5.	<p>Sub-Lease Deed of Flat buyers</p>	3 days														

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6.	<p>Transfer of individual Residential Flat/House</p> <p>Document Check List</p> <table border="1"> <tr> <td>1</td> <td>T. M. Application form (which is available from bank)</td> </tr> <tr> <td>2</td> <td>No Objection Certificate from concerned builder</td> </tr> <tr> <td>3</td> <td>No Dues Certificate from concerned builder/maintenance agency</td> </tr> <tr> <td>4</td> <td>Mortgage N.O.C from bank (if property is mortgaged)</td> </tr> <tr> <td>5</td> <td>Challan Copy of paid Transfer charges & Processing fees as mentioned in T.M. Form(scanned and show originals)</td> </tr> <tr> <td>6</td> <td>Affidavit by Transferor and Transferee on Rs. 10/- non judicial stamp paper attested by notary</td> </tr> <tr> <td>7</td> <td>ID & address proof of Transferor and Transferee.</td> </tr> <tr> <td>8</td> <td>Occupancy certificate (in case of plot). Otherwise challan copy of paid late construction penalty</td> </tr> </table>	1	T. M. Application form (which is available from bank)	2	No Objection Certificate from concerned builder	3	No Dues Certificate from concerned builder/maintenance agency	4	Mortgage N.O.C from bank (if property is mortgaged)	5	Challan Copy of paid Transfer charges & Processing fees as mentioned in T.M. Form(scanned and show originals)	6	Affidavit by Transferor and Transferee on Rs. 10/- non judicial stamp paper attested by notary	7	ID & address proof of Transferor and Transferee.	8	Occupancy certificate (in case of plot). Otherwise challan copy of paid late construction penalty	7 days
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7.	<p>Transfer/Mutation of flats/house on death of the allottee</p> <p>Document Check List</p> <table border="1"> <tr> <td>1</td> <td>Application for mutation on prescribed format with photo & signature</td> </tr> <tr> <td>2</td> <td>NOC of all legal heirs on stamp paper of Rs. 10/- duly attested by notary public. (scanned and show originals)</td> </tr> <tr> <td>3</td> <td>Certified copy of Death Certificate. (scanned and show originals)</td> </tr> <tr> <td>4</td> <td>Copy of ID proof of legal heirs.</td> </tr> <tr> <td>5</td> <td>Indemnity Bond on stamp paper of Rs. 100/- duly attested by notary public. (scanned and show originals)</td> </tr> <tr> <td>6</td> <td>Challan copy of Rs. 1000/- processing fees.</td> </tr> <tr> <td>7</td> <td>Photographs and signature of both bonafide allottee and co-allottee certified by banker.</td> </tr> </table>	1	Application for mutation on prescribed format with photo & signature	2	NOC of all legal heirs on stamp paper of Rs. 10/- duly attested by notary public. (scanned and show originals)	3	Certified copy of Death Certificate. (scanned and show originals)	4	Copy of ID proof of legal heirs.	5	Indemnity Bond on stamp paper of Rs. 100/- duly attested by notary public. (scanned and show originals)	6	Challan copy of Rs. 1000/- processing fees.	7	Photographs and signature of both bonafide allottee and co-allottee certified by banker.	60 days		
1	Application for mutation on prescribed format with photo & signature																	
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9.	<p>Extension of Time Period for construction</p>	5 days																

	<p>Document Check List</p> <table border="1"> <tr> <td>1</td> <td>Request letter on plan of paper</td> </tr> <tr> <td>2</td> <td>Copy of challan of deposited construction penalty. (scanned and show originals)</td> </tr> </table>	1	Request letter on plan of paper	2	Copy of challan of deposited construction penalty. (scanned and show originals)					
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11.	<p>No Dues Letter</p> <p>Document Check List</p> <table border="1"> <tr> <td>1</td> <td>Request Letter</td> </tr> </table>	1	Request Letter	5 days						
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12.	<p>Joint Name</p> <p>Document Check List</p> <table border="1"> <tr> <td>1</td> <td>Request Letter</td> </tr> <tr> <td>2</td> <td>Affidavit Stamp 10+10</td> </tr> <tr> <td>3</td> <td>ID Proof & Address Proof</td> </tr> <tr> <td>4</td> <td>Processing Fee</td> </tr> </table>	1	Request Letter	2	Affidavit Stamp 10+10	3	ID Proof & Address Proof	4	Processing Fee	15 days
1	Request Letter									
2	Affidavit Stamp 10+10									
3	ID Proof & Address Proof									
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13	<p>One Time Payment</p> <p>Document Check List</p> <table border="1"> <tr> <td>1</td> <td>Request Letter</td> </tr> </table>	1	Request Letter	20 days						
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