

Residential Services

Sr No.	Services List	Delivery Time (In Days)
1	<p>Mortgage Permission Document Check List</p> <ol style="list-style-type: none"> 1 Application for Mortgage permission along with loan sanction letter of the Bank/Financial Institution 2 No Dues/NOC certificate from Bank/Financial Institution if property is already Mortgage (In Case of Closure) 3 Processing Fees Rs. 1000/- 4 Lease Deed copy/Transfer Deed copy is to be submitted by the allottee 	7
2	<p>Mortgage Permission Closure/Withdrawal/Cancellation Document Check List</p> <ol style="list-style-type: none"> 1 No Dues certificate of the Bank/Financial institution stating that Allottee has deposited 100% loan amount. (in case of Closure) 2 Original Mortgage Letter Issued by GNIDA (In Case of Withdrawal/Cancellation) 	7
3	<p>Change of Address Document Check List</p> <ol style="list-style-type: none"> 1 Change of address Application 2 I.D.Proof 3 Address Proof 	7
4	<p>No Dues certificate Document Check List</p> <ol style="list-style-type: none"> 1 Bank Challan Payment Copy 2 Request Letter for no dues 3 NOC From Bank/Financial Institution (In Case of Loan/Mortgage) 4 Copy of Completion Certificate (In Case of Plot) 	15
5	<p>Transfer of Property Document Check List</p> <ol style="list-style-type: none"> 1 Transfer Application Form 2 Transfer Fees as mentioned in transfer form 3 Purchaser has to submit affidavit, for clearing dues (if any) in future against the purchased Plot/Flat, on Stamp Paper of Rs. 20/- 4 Both seller & Purchaser has to submit their affidavit for selling & purchasing of Flat or Plot on 10 Rs. Stamp Paper 5 Seller has to visit Personally the Authority office to mark his consent in the Authority Record regarding Sell of his Plot/Flat 6 Both Seller & Purchaser has to submit their ID Proof/Address Proof 7 Seller has to submit the Challan of Payment of water bill of his/her Plot/Flat 8 Seller has to submit Completion certificate of his Plot 9 Seller has to submit time Extension Letter of Plot if any issued 10 Copy of Agreement to sell (In Case Transfer is Applied Through GPA) 	10

	<p>11NOC of Bank/Financial Institution (if Property is Mortgaged)</p> <p>12Copy of GPA (if Transfer is Applied Through GPA)</p> <p>13.Challan of Construction Penalty (if Completion Certificate is not issued)</p>	
6	<p>Mutation (Death Case) Document Check List</p> <ol style="list-style-type: none"> 1 Application Form 2 Processing Fee Rs. 1000/- 3 Death Certificate 4 Legal heir certificate by court/magistrate/Surviving member Certificate 5 NOC From all other legal heirs on non-judicial stamp paper 6 Indemnity bond of Rs.100/- non judicial stamp paper notarized. 7 Affidavit of legal heirs of Rs.10/- non Judicial stamp paper notarized. 8 Identity Proof of all the legal heirs and witness Attested Signature and Photo of all legal heirs by Bank/Gazetted 9 Officers along with stamp containing Name, Designation, Phone Number of the Officers Attesting the Signature and photo. 	60
7	<p>Time Extension for Lease Deed Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter for Time Extension 2 Payment Challan in Case if Penalty is applicable 	8
8	<p>Time Extension for Construction Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter for Time Extension 2 Challan of Construction Penalty payment (if applicable) 	8
9	<p>One Time Payment Document Check List</p> <ol style="list-style-type: none"> 1 Request Letter for one Time Payment 2 Challan copy of payment made to GNIDA 	20
10	<p>Joint Name Document Check List</p> <ol style="list-style-type: none"> 1 I.D. Proof Copy/Photo/Signature/Proof of Blood Relation Self Attested 2 Affidavit of Rs. 10+10 each by both Allottee and Proposed Co-allottee 3 Processing Fees 4 Application for Joint Name 	7
11	<p>Lease Deed Execution Document Check List</p> <ol style="list-style-type: none"> 1 Attested photo and Signature of GPA holder (if lease deed to be Executed Through GPA) 2 Affidavit Regarding due and Mortgage (if any) on Rs 10 Stamp Paper 3 Lease deed format completely filled in Three Copy 4 Lease Rent Sewer, Water Connection Charges, Ramp Charges, Late Penalty (if Applicable) 5 No Dues(up to the date of Execution of Lease Deed) 	10

	<ul style="list-style-type: none"> 6 6 Passport size photograph of allottee 7 Specimen signature of allottee. 8 Other formalities in check list for lease deed issued by the Authority. 9 NOC from Bank if allottee has taken loan from financial institution. 10 Copy of GPA if Lease Deed is to be Executed Through GPA 	
12	<p>Surrender of Plot/Flat Document Check List</p> <ul style="list-style-type: none"> 1 Original Allotment Letter 2 Request Letter of surrender of Plot. 	30
13	<p>Restoration of Allotment Document Check List</p> <ul style="list-style-type: none"> 1 Application with in six month of Cancellation 2 Payment Challan fo at last 30% Amount 	30
14	<p>Calculation/verification/updates of deposits Document Check List</p> <ul style="list-style-type: none"> 1 Original Allotment Letter 2 Request Letter of surrender of Plot. 3 All Original Challan and Correspondence of GNIDA 	15
15	<p>Issue of Duplicate Papers Document Check List</p> <ul style="list-style-type: none"> 1 Application for issue of duplicate document along with copy of F.I.R of Lost Document 2 Affidavit by allottee 3 Physical Verification 	7
16	<p>Refund of Excess Amount Document Check List</p> <ul style="list-style-type: none"> 1 Request Application 2 Copy of Payment Challan 	30
17	<p>Name Correction Document Check List</p> <ul style="list-style-type: none"> 1 Request Letter 2 ID proof for Name 	7
18	<p>Cancellation of Transfer of Plot/Flat Document Check List</p> <ul style="list-style-type: none"> 1 Return of Original Transfer Memorandum 2 Personal Visit of both buyer and seller in the Authority office to mark their consent regarding Cancellation of Plot/Flat in GNIDA record. 3 Application for cancellation signed by both buyer and seller 4 Affidavit on Rs 10 stamp paper each by seller and buyer 	10
19	<p>Extension of Validity of Transfer Memorandum Document Check List</p> <ul style="list-style-type: none"> 1 Request Letter signed by both buyer and seller 2 Payment Challan of extension charged 	10

20	Mutation After Transfer Document Check List 1 Request Letter 2 Copy of transfer deed (both side Front & back)	07
21	KYA Updation Document Check List 1 Sporting documentary Proof regarding Updation 2 Request Letter with Complete details to be updated	05
22	Adjustment of Payment Document Check List 1 Request letter with complete details 2 Payment Challan	20