**FLOOR WISE CHECK LIST**

**CHECK LIST OF DOCUMENTS REQUIRED FOR CONVERSION FROM LEASEHOLD TO FREEHOLD IN RESPECT OF**

**RESIDENTIAL PLOT (FLOORS).**

**PROPERTY/ PLOT NO-**

|  |  |  |
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| **1** | **NAME OF THE ALLOTTEE** |  |
| **2** | **NAME IN WHOSE CONVERSION IS SOUGHT** |  |
| **3** | **FLOOR OF WHICH CONVERSION IS SOUGHT** |  |
| **4** | **UNDERTAKING DULY ATTESTED BY NOTARY PUBLIC/1ST CLASS MAGISTRATE.** | Page No |
| **5** | **UNDERTAKING REGARDING E.G.R DULY ATTESTED BY NOTARY PUBLIC.** | Page No |
| **6** | **AFFIDAVIT DULY ATTESTED BY NOTARY PUBLIC/1ST CLASS MAGISTRATE.** | Page No |
| **7** | **AFFIDAVIT DECLARING NO MISUSE, NO COURT CASES NO ENCROACHMENT ETC.** | Page No |
| **8** | **I. BOND DULY ATTESTED BY NOTARY PUBLIC/1ST CLASS MAGISTRATE.(GPA)** | Page No |
| **9** | **I. BOND DULY ATTESTED BY NOTARY PUBLIC/1ST CLASS MAGISTRATE (AGMT.) TO SELL** | Page No |
| **10** | **COPY OF POWER OF ATTORNEY(S) DULY ATTESTED.** | Page No |
| **11** | **COPIES OF AGREEMENT TO SELL DULY ATTESTED.** | Page No |
| **12** | **RECEIPT OF MONEY CONSIDERATION.** | Page No |
| **13** | **SANCTION BUILDING PLAN AND SANCTION LETTER.** | Page No |
| **14** | **CERTIFICATE OF ARCHITECT AS PER BROUCHER.** | Page No |
| **15** | **COPY OF FORM D/OCCUPANCY CERTIFICATE/1ST HOUSE TAX ASSESSMENT (ELECTRICITY BILL & WATER BILL) ETC. CONFIRMING DATE OF COMPLETION AS…………DULY ATTESTED.** | Page No |
| **16** | **PROOF OF PHYSICAL POSSESSION OF THE PERSON IN WHOSE NAME THE CONVERSION IS SOUGHT ANY ONE OR TWO**   1. **COPY VOTER I.CARD \_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE NAME OF \_\_\_\_\_\_\_\_\_\_\_\_\_** 2. **PASSPORT NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE NAME OF \_\_\_\_\_\_\_\_\_\_\_\_\_** 3. **ELECTRICITY BILL NO \_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE NAME OF \_\_\_\_\_\_\_\_\_\_\_\_\_** 4. **WATER BILL NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE NAME OF \_\_\_\_\_\_\_\_\_\_\_\_\_** 5. **MTNL BILL NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_IN THE NAME OF \_\_\_\_\_\_\_\_\_\_\_\_\_** 6. **DRIVING LICENSE NO \_\_\_\_\_\_\_\_\_\_\_\_\_ IN THE NAME OF \_\_\_\_\_\_\_\_\_\_\_\_\_** | Page No  Page No  Page No  Page No  Page No |
| **17** | **DETAILS OF THE FLOOR**   1. **PLINTH AREA OF FLOOR………….(SQ.MT)** 2. **COMMON AREA OF PLOT………………(SQ.MT)** 3. **TOTAL PLOT AREA………………(SQ.MT)** 4. **NO. OF FLOORS……………...** |  |
| **18** | **ONE ATTESTED PASSPORT SIZE PHOTOGRAPHS & 3 ATTESTED SPECIMEN SIGNATURES OF PERSON IN WHOSE FAVOUR THE CONVERSION IS SOUGHT**. | Page No |
| **19** | **DETAILS OF GROUND RENT, PERIPHERAL CHARGES, IF DEPOSITED.**  **NOC & NO DUES CERTIFICATE FROM SOCIETY [IN ORIGINAL].** | Page No |
| **20** | **COPY OF NOC FROM MORTGAGEE (IF MORTGAGE PERMISSION IS GRANTED).** | Page No |
| **21** | **COPY OF ORIGINAL SUB-LEASE DEED DULY ATTESTED.** | Page No |
| **22** | **E-MAIL ID IN CAPITAL LETTERS PLEASE.\*** |  |
| **23** | **MOBILE NO.\*** |  |

**P.T.O**

**DETAIL OF GPA HOLDERS AND PURCHASER**

|  |  |  |  |  |  |  |  |  |
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|  | **Details of GPAs** | | | | **Details of Agreement to sell** | | | |
| **S.No.** | **Name** | **Date** | **Registered/**  **Unregistered** | **Page** | **Name** | **Date** | **Page** | **Registered/**  **Unregistered** |
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**\*Note -Please use additional sheet in case of more entries in r/o details of GPAs & Agreement to sell.**

**CHALLAN NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ON ACCOUNT OF CONVERSION CHARGES.**

**FLOOR WISE CHECK LIST**

**CHECK LIST OF DOCUMENTS REQUIRED FOR CONVERSION FROM LEASEHOLD TO FREEHOLD IN RESPECT OF**

**COMMERCIAL LAND (FLOORS).**

**PROPERTY/ PLOT NO-**

|  |  |  |
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| **1** | **NAME OF THE ALLOTTEE** |  |
| **2** | **NAME IN WHOSE CONVERSION IS SOUGHT** |  |
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| **17** | **DETAILS OF THE COMMERCIAL PROPERTIES SPACE BUYER**   1. **TOTAL PLOT AREA ………………. (SQ.MT)** 2. **SUPER PLINTH AREA OF THE UNIT UNDER CONVERSION………………(SQ.MT)** 3. **PROPOTIONATE SUPER COMMON AREA OF THE UNIT UNDER CONVERSION …………... (SQ.MT)** 4. **SUPER PLINTH AREA AS PER FAR ………….(SQ.MT)** 5. **SUPER COMMON AREA AS PER FAR ………………(SQ.MT)** |  |
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**DETAIL OF GPA HOLDERS AND PURCHASER**

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|  | **Details of GPAs** | | | | **Details of Agreement to sell** | | | |
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**CHALLAN NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_RS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ON ACCOUNT OF CONVERSION CHARGES.**