

## Checklist of Documents for Possession

1. Affidavit (duly attested) for non ownership of property in the urban area of Delhi, New Delhi or Delhi Cantt. as per proforma given in brochure (by allottee and co-allottee, if any).
2. Affidavit (duly attested) from allottee and his/her spouse (if any) declaring their relationship with each other as per proforma given in brochure.
3. Undertaking (duly attested) declaring to not make any addition/alterations in dwelling unit as per proforma given in brochure (by allottee and co-allottee, if any).
4. Photograph and three signatures of allottee (co-allottee, if any) and spouse, if any, duly attested as per proforma given in brochure.
5. Identity proof e.g. Self attested copy of Passport, Aadhar card, Government identity card, Election card, Driving license, Ration Card with photo. **(Any One)**
6. Address proof e.g. Self attested copy of Passport, Aadhar Card, Government identity card, Election card, Ration Card, Driving license, Telephone bill, Electricity Bill, Water bill, House tax receipt etc of same address as given in application form, Bank Passbook ( Page carrying Name and Address).**(Any One)**.
7. Self attested copy of PAN Card for allottee (co-allottee, if any) and spouse (if any)
8. Copy of Loan Sanction Letter duly attested by bank manager. **(if any)**
9. Copy of bank statement mentioning the name and account number from which margin money (apart from loan) has been deposited to DDA. **(if any)**
10. Conveyance deed duly stamped from the collector of stamps and e-stamp paper **(Can also be submitted after Possession)**.
11. Possession Letter (4 copies) duly filed and attested. Link for format of Possession letter is mentioned below:  
[http://119.226.139.196/tendernotices\\_docs/july2018/Format%20for%20NOC%20of%20Water%20Connection%20and%20Possession%20Letter%20-%20Housing%20Scheme%20201907012020.pdf](http://119.226.139.196/tendernotices_docs/july2018/Format%20for%20NOC%20of%20Water%20Connection%20and%20Possession%20Letter%20-%20Housing%20Scheme%20201907012020.pdf)
12. Copy of challans vide which payment made to DDA.
13. Submit one photograph of the allottee having size of 3cmX3cm
14. **In case of EWS category, Income certificate to be submitted.**
15. In addition to above, persons applying under any of the reserved categories have to submit:
  - a. An attested copy of the original certificate issued by the District Magistrate/Sub Divisional Magistrate of the area concerned in case the applicant belongs to the Reserved Category of SC/ST.
  - b. An attested copy of the original certificate issued by the Medical Board or a Govt. Hospital in case the applicant is applying under the reserved

category of Persons with Disability. A self-attested copy of guardianship certificate issued by the competent authority, wherever applicable, be attached.

- c. An attested copy of Discharge Certificate from the competent authority of Ministry of Defence/Armed Forces in case of ex-Servicemen.
- d. An attested copy of "Requisite Certificate" issued by the Ministry of Defence/Armed Forces/Para Military Forces, in case applicant comes under reserved category of War-Widows/Next of Kins which would include those receiving liberalized pension.

16. For Reserved Category allottees, if the original caste/Physically Disabled/war Widow/EX serviceman certificate is submitted by allottee in that case possession letter can be issued to allottee and the original certificate can be return to allottees once genuineness of the certificate is verified by issuing Authority.

17. Copy of TDS Certificate.