****

**List of Documents Required for Assignment:**

1. **FOR THE FLAT ALLOTTEE(S)**

Document to be signed by the Flat Allottee(s)

1. Duly filled Application form Yes/No

2. Affidavit Yes/No

3. Indemnity Bond Yes/No

4. Signature Verification Yes/No

as per given format

5. Copy of Address Proof Yes/No

6. Copy of PAN Card Yes/No

7. 2 Passport Size Photographs Yes/No

8. Declaration of Commitment/Rental Payment

9. Agreement To Sell Yes/No

Documents to be submitted by the Flat Allottee(s) for endorsement

1. Buyer’s Agreement in original Yes/No

2. Allotment Letter in original Yes/No

3. All receipts in original Yes/No

4. In case of Company – Copy of Board

Resolution authorizing to sell Yes/No

1. **FOR THE ASSIGNEE(S)**

Document to be signed by the Assignee(s)

1. Duly filled Application form Yes/No

2. Affidavit Yes/No

3. Indemnity Bond Yes/No

4. Signature Verification Yes/No

as per given format

5. Copy of Address Proof Yes/No

6. Copy of PAN Card Yes/No

7. 2 Passport Size Photographs Yes/No

8. Declaration of Commitment/Rental Payment Yes/No

1. **In Case of Company:**
2. a. Copy of board resolution to sign the

Transfer documents Yes/No

b. Certified copy of Memorandum and Yes/No

Articles of Association

1. **In case of Non Resident Indian:**
2. a. Address Proof Abroad Yes/No
3. b. Copy of Valid Passport Yes/No
4. c. Copy of Visa Yes/No
5. d. NRO A/c NO.
6. **IN CASE ASSIGNOR or ASSIGNEE NOT PRESENT:-**
7. SPA (Special Power of Attorney) Registered Yes/No
8. Authorization Letter & SPA Notarized ( In case signatures are done on Assignment Set)
9. ID Proof of Authority Holder (Self Attested) Yes/No
10. Signature (Verified by Banker)
11. Yes/No

**\* Address proof should match in assignment documents**

**PAYMENT OF CHARGES** Yes/No

Nomination Charges at the prescribed rate

**Note:**

1. All above-mentioned papers are mandatory; we shall proceed for the assignment process only on receipts of complete documents in proper order.
2. Presence of both parties is must on the day of assignment/transfer.
3. The transfer formalities take approx 20 days time, provided all the concerned officials are present in office. Once the formalities are over you will be intimated to collect the original papers.
4. **Prior appointment is necessary for executing Assignment formalities.**

Project Name :

Unit No.

:

**APPLICATION FORM**

To,

M/s

7th Floor, Vatika Triangle,

Sushant Lok-I, M. G. Road,

Gurgaon.

**Subject: Change of right to purchase/ownership of Flat No.\_\_\_\_\_\_\_\_\_\_\_, measuring …………. in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DETAILS OF ORIGINAL ALLOTTEE(S):**

**1A.**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s / Husband’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1B.**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s / Husband’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Date of Apartment Buyer's Agreement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** Flat No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.** Total Area of Flat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6**. Commitment Return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7.** Date of commencement of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rentals Cheques

**8**.SecurityDepositReceived \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL CONSIDERATION PAYABLE/PAID**

**A. Total amount payable : Rs \_\_\_\_\_\_\_\_\_\_\_\_\_**

(under Builder Buyer's Agreement)

**C. Any Other : Rs \_\_\_\_\_\_\_\_\_\_\_\_\_**

Pls describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAIL OF PDC’S WITH ORIGINAL ALLOTEE**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Month** | **Amount** |
|  |  |  |
|  |  |  |

**DETAILS OF ASSIGNEE(S):**

**A.** Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s / Husband’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B.** Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s / Husband’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No.s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I\We confirm that the intending assignee is fully aware of the following:-

1. **a)** Details of the subject Flat
2. **b)** Total sale consideration and deposits payable / paid
3. **c)** Amount paid till date
4. **d)** Balance Amount Payable
5. **e)** Schedule of Return.
6. **f)** Has gone through the Builder Buyer's Agreement and all its annexures and other documents and is fully aware of all the terms and conditions contained therein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signatures of the Assignor/ Allotte)

**ENDORSEMENT OF INTENDING ASSIGNEE**

I\we confirm our knowledge of all contents of this application and the terms & conditions of the Builder Buyer's Agreement and its annexure. I \ We are willing to abide by the same.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of the ‘Intending Assignee

**DECLARATION BY INTENDING ASSIGNOR/ - ALLOTTEE**

I \ We confirm the following:-

1. **a)** I have fully and completely briefed and explained all indicative terms of allotment I to the I Assignee/Nominee.
2. **b)** No payable installment/ sums is/ are overdue or pending as on the date of this application. (In case of pending dues, full amount thereof of with penal interest, if any, is paid herewith with this application vide vide cheque \ draft no \_\_\_\_\_\_\_\_\_\_\_\_ drawn on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank.
3. **c)** Total Interest Free Maintenance Security Deposit transferred to intending Assignee is Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **d)** Administrative Charges of Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are paid herewith vide cheque **\** draft no\_\_\_\_\_\_\_\_\_\_\_\_drawnupon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank.
5. **d)** I \ We and the Assignee are willing to execute the necessary affidavits and Indemnity Bonds in favour of the Company.

(Signatures of - Allotee/ intending Assignor/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place: Gurgaon**

***Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**To be executed on Rs.100/- Stamp Paper and notarized)**

**SELLER/ASSIGNOR- AFFIDAVIT**

Affidavit of the following: (ASSIGNOR)

1. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and (ASSIGNOR) in case of joint applicants

2. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We the above described, do hereby solemnly affirm and state as under:

1. That I/ We have been allotted a Flat bearing No. \_\_\_\_\_\_\_\_ measuring …………………….. sq ft/sq yds at (tower and floor) \_\_\_\_\_\_\_\_\_\_\_ Floor in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of the project) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by …………………………………….. (name of the company) ., a company incorporated under the Companies Act, 1956 having its registered office at Flat No 621-A, 6th Floor, Devika Towers, 6, Nehru Place, New Delhi 110 019 and its Corporate office at 7th Floor, Vatika Triangle, Sushant Lok Phase-I, Main M. G. Road Gurgaon-122002 (hereinafter called the said "Company") as per the Allotment Letter dated ……. vide Builder Buyer's Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ executed between me/us and the said company.

2. I/We further say that pursuant to and in terms of clause …….of the said Buyer’s Agreement/Allotment Letter, I/we do hereby confirm to have assigned the following:

1. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and

2. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

under the said Buyer’s Agreement/Allotment Letter (hereinafter referred to as Assignee(s)). I/We request ……………………….. to substitute the said nominee(s)/assignee(s) …………… in my/our place in the said Builder Buyer’s Agreement/Allotment Letter and receipts. After substitution/endorsement of the name of said assignee(s) I/we shall cease to be the party(ies) to the said Buyer’s Agreement/Allotment Letter and shall not have any lien on the said property. This nomination is irrevocable and shall not be cancelled by me/us.

3. I/We further say that I/we have not violated any of the relevant provisions of law particularly the provisions of Indian Stamp Act in making the aforesaid nomination by assignment of right under the said Buyer’s Agreement/Allotment Letter, and if there shall be any liability, duty, penalty of whatever kind in this regard, I/we shall be exclusively liable and responsible therefore, and I/we do undertake to pay the same and do hereby indemnify and keep indemnified……………………. . against any loss, penalty damage that may be caused.

4. I/We further say that I/we confirm that I have informed the assignee that I/We have paid an amount of Rs …………………………………………… to the Company and ……………………………………………. balance sales consideration / additional capitalization amount as per the builder buyer agreement which the assignee has agreed to pay to/seek from the company, as the case may be, without demur.

5. Further I/we wish to add that the said Flat has been leased to …………. (name of the tenant) and I/we have been receiving commitment charges/ assured return / monthly rentals @ Rs.\_\_\_\_\_\_\_\_\_ per sq. ft per month since \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by way of sCheques each month, now I/we understand that these Cheques will go to my assignee(s)/nominees, and I/we shall have no right over this money from the date of completion of assignment formalities.

6. I/we have received a refundable security deposit of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) against the lease of aforesaid flat admeasuring ……………… from (name of the tenant) at a monthly rent of Rs.\_\_\_\_\_\_\_\_/-, amounting to rent of …… months. I/we want to mention here that I/we have transferred the said refundable security deposit to my assignee(s). In case the property gets vacated my assignee(s) shall be responsible to refund the security or the money can be adjusted against the payment of their rentals.

1. 7. I/We further say that my/our PAN No(s). are as follows:

|  |  |  |
| --- | --- | --- |
| S.No | Name((Name of Flat allottee and joint Flat Allottee,if any ) | PAN No. |
|  |  |  |
|  |  |  |

The copies of my / our furnished the copies of my/our PAN Cards along with the documents for nomination.

1. 8. That I undertake that I shall have no right title, interest or lien of whatsoever nature in respect of the above said Flat and my assignee(s) shall have full rights to deal or dispose off the said Flat in any manner whatsoever and also to receive rent or any proceeds of any nature whatsoever from the said Flat. Further I/We have not created any encumbrance by way of mortgage, charge, lien, loan etc. on the said flat and the same is free from any garnishee order or claim of any nature and I/We am/are fully competent to transfer and assign my/our interest in the said Flat.
2. After substitution/endorsement of the name of the said Assignee, I/We shall cease to be the party (ies) to the said booking/allotment /agreement and shall not have any charge or lien therein or any right to claim any sort of compensation, rebate under any scheme or otherwise or any other discount, by whatever name called, from the Company. This assignment is irrevocable and shall not be cancelled by me at any point of time in future or present.
3. 10. That I/We have approached and requested the said Company to incorporate necessary changes in respect of the said assignment in favour of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in their records including Builder Buyer's Agreement/ Allotment Letter/ Application Form and I/We agree to absolutely indemnify and hold harmless the said Company and all its directors, employees, successors, executors and assigns against all harms, losses and damages that may come in their way in their acceding to my/ our request.
4. 11. I/We further say that I/we have not violated any of the relevant provisions of law particularly the provisions of Indian Stamp Act in making the aforesaid assignment of right under the said Builder Buyer’s Agreement/Allotment Letter/ Application Form, and if there shall be any liability, duty, penalty of whatever kind in this regard, I/we shall be exclusively liable and responsible therefore, and I/we do undertake to pay the same and do hereby indemnify and keep indemnified -………………………..(Company Name) against any loss, penalty damage that may be caused.

DEPONENT

VERIFICATION

Verified at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this the \_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_, 2012 that the contents of my/ our above affidavit is correct and true and nothing material has been concealed there from.

DEPONENT

**To be executed on Rs.100/- Stamp Paper and notarized)**

**BUYER /ASSIGNEE- AFFIDAVIT**

Affidavit of the following: (ASSIGNEE)

1. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and (ASSIGNEE) IN CASE OF JOINT APPLICATIONS

2. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We the above described, do hereby solemnly affirm and state as under:

1. 1. I/We say that in terms and pursuant to the Allotment letter dated \_\_\_\_\_\_\_\_and Clause \_\_\_\_\_\_\_of Buyer’s Agreement dated\_\_\_\_\_\_\_\_\_(Agreement with the Company) entered into by:

A. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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and

B. Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With ……………………….. for purchase of Flat No. \_\_\_\_\_\_\_\_\_\_\_\_ measuring ………………… in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (project name) situated at Gurgaon, Haryana, (hereinafter referred to as the said flat allottee(s)), the said flat allottee(s) has/have assigned in my/our favour all his/her/their rights under the said Buyer’s Agreement/Allotment Letter and requested the Company to substitute my/our name in the place of his/her/ their name in the said Buyer’s Agreement/Allotment Letter *qua* the aforesaid Flat I/We have read and understood the terms and conditions of the said Allotment Letter/Builder Buyer Agreement and shall be bound by all the terms and conditions of the said Buyer’s Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_(Agreement with the Company) /Allotment Letter dated \_\_\_\_\_\_\_\_\_\_ being the assignee/substitute of the said flat allottee(s).

2. I/we have paid consideration to the Assignor to his/their complete satisfaction for aforesaid assignment of rights, interest, claims and liabilities in above mentioned booking/allotment of Flat/Unit in my/our favour.

3. I/We acknowledge that till date a sum of Rs. \_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) has been paid to company for above mentioned booking/allotment of Flat/Unit.

4. I/We undertake to pay balance sales consideration / additional capitalization and other charges (including interest and penalties, if any) due

as per the Buyer’s Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Agreement with the Company) / Allotment Letter dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ directly to the Company. I/We say that the sale deed in respect of the said flat may be executed and registered in my/our favour after I/we complete the full payment due to the Company on all accounts including registration charges. I/We agree and undertake to execute all the documents as and when required directly with the Company.

5. I/We further say that I/we have not violated any of the relevant provisions of law particular the provisions of Indian Stamp Act in the aforesaid assignment under the said Buyer’s Agreement/Allotment Letter, and if there shall be any liability, duty, penalty of whatever kind in this regard, I/we shall be exclusively liable and responsible thereof. I/we do undertake to pay the same and do hereby indemnify and keep indemnified -……………………………..(Company name) against any loss, penalty damage that may be caused.

6. Further I/we wish to request the company that all payments regarding the said flat (e.g. monthly rentals / commitment charges) may kindly be made in my/our name after completion of assignment formalities.

5. I/we have received a security deposit of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) from the - allottee. I/we want to assure here that in case the property gets vacated i/we shall be responsible for payment of security deposit back to lessee or the money can be adjusted against the payment of monthly rentals.

6. I/We further say that my/our PAN No(s). are as follows:

|  |  |  |
| --- | --- | --- |
| S.No | Name((Name of Flat allottee and joint Flat Allottee,if any ) | PAN No. |
|  |  |  |
|  |  |  |

The copies of my / our furnished the copies of my/our PAN Cards along with the documents for assignment.

7. That I/We have approached and requested the said Company to incorporate necessary changes in respect of the said nomination/assignment in my/our favour in their records and the Builder Buyer's Agreement dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as well as Allotment Letter/Application Form and I/We agree to absolutely indemnify and hold harmless the said Company and all its directors, employees, successors, executors and assigns against all harms, losses and damages that may come in their way in their acceding to my/ our request.

DEPONENT

VERIFICATION

Verified at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on this the \_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_, 2012 that the contents of my/ our above affidavit is correct and true and nothing material has been concealed there from.

DEPONENT

**To be executed on Rs.100/- Stamp Paper and notarized)**

**INDEMNITY BOND –CUM – UNDERTAKING BY THE ASSIGNOR**

This Indemnity Bond –cum-undertaking is executed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this the \_\_\_\_ day of\_\_\_\_\_\_2012 by Mr./Ms./Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the **Allottee/ Assignor/Indemnifier)**

in favour of ………………… , a company incorporated under the Companies Act, 1956 having its registered office at Flat No 621- A , 6TH Floor, Devika Towers, 6, Nehru Place New Delhi 110 019 and its Corporate office at 7th Floor, Vatika Triangle, Sushant Lok Phase-I, Gurgaon-122002 and all its directors and employees, (hereinafter called the **Company**). The terms Allottee/ Assignor/Indemnifier and the Company shall be deemed to include their respective legal heirs, successors, administrators, executors,legal representatives, nominees and assigns.

WHEREAS the Alottee/ Assignor/Indemnifier pursuant to his bookinga Flat/Unit was allotted a Flat bearing No. \_\_\_\_\_\_\_\_\_ measuring ………………….. at \_\_\_\_\_\_\_\_\_\_ Floor in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project name) Gurgaon vide Allotment Letter dated ……….. and Builder Buyer's Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_ executed between the Allottee/ Assignor/Indemnifier and the said company. The Allottee/ Assignor/Indemnifier has so far paid Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) to the Company.

AND WHEREAS the Allottee/ Assignor/Indemnifier has transferred by way of assignment the said Flat/Unit agreement in favour of the Assignee ………………… (mention the name(s)) and approached the Company to record necessary changes in its records and the Builder Buyer's Agreement at the sole risk and responsibility of the Allottee/ Assignor/Indemnifier.

AND WHEREAS the Company, acting in good faith and on the representations made by the Allottee/ Assignor/Indemnifier , has agreed to record the said change in its records and endorse all original documents including builder Buyer's Agreement at the sole risk, responsibility of the Allottee/ Assignor/Indemnifier and subject to the condition that the Company and its directors and employees be indemnified by the Allottee/ Assignor/Indemnifier against all losses or damages that may be sustained by them or any claim, litigation, proceedings etc. that may be taken out or arise from the said transaction between the Allottee/ Assignor/Indemnifier and the Buyer/Assignee.

The Allottee/ Assignor/Indemnifier hereby indemnify and shall always keep the company and its directors and employees indemnified against any loss or damage that they may sustain in agreeing to the request of the Allottee/ Assignor / Indemnifier or any claim of any revenue or other authority, proceeding or litigation that may be taken out or brought against them or arising out of or in connection with the aforesaid nomination / assignment and the company shall be fully entitled and empowered to have its charge on the said Flat/Unit in the event the Allottee/ Assignor/Indemnifier fail to keep their commitment in this regard.

That, the Indemnifier henceforth, after the assignment shall have no claim, right, title and interest whatsoever in the booking of said Flat/Unit and on any amounts paid towards the booking/allotment of aforesaid Flat/Unit to the Beneficiary at any point of time in present or future.

That,the Assignor/Allottee declare that he/she has not created any kind of encumbrance on the said unit by way of mortgage/sale/conveyance/charge/lien or any other manner to any third party/Bank/Financial Institution/Company/Firm etc. I/we shall indemnify the company in case any encumbrance is found on the said Unit.

IN WITNESS WHEREOF the Allottee/ Assignor/Indemnifier have executed this Indemnity Bond signed on the day, month and year above written in the presence of the following witnesses:

**WITNESSES :**

1. 1.

**ALLOTTEE(S)/ ASSIGNOR(S)/Indemnifier(s)**

1. 2.

**To be executed on Rs.100/- Stamp Paper and notarized)**

**INDEMNITY BOND –CUM – UNDERTAKING BY THE ASSIGNEE**

This Indemnity Bond –cum-undertaking is executed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this the \_\_\_\_ day of\_\_\_\_\_\_2012 by Mr./Ms./Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the **Buyer/ Assignee/Indemnifier)**

in favour of ………………… , a company incorporated under the Companies Act, 1956 having its registered office at Flat No 621- A , 6TH Floor, Devika Towers, 6, Nehru Place New Delhi 110 019 and its Corporate office at 7th Floor, Vatika Triangle, Sushant Lok Phase-I, Gurgaon-122002 and all its directors and employees, (hereinafter called the **Company**). The terms Buyer/ Assignee/Indemnifier and the Company shall be deemed to include their respective legal heirs, successors, administrators, executors,legal representatives, nominees and assigns.

WHEREAS the Alottee/ Assignor (name of the Allottee) pursuant to his booking a Flat/Unit was allotted a Flat bearing No. \_\_\_\_\_\_\_\_\_ measuring ………………….. at \_\_\_\_\_\_\_\_\_\_ Floor in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project name) Gurgaon vide Allotment Letter dated ……….. and Builder Buyer's Agreement dated \_\_\_\_\_\_\_\_\_\_\_\_\_ executed between the Allottee/ Assignor and the said company. The Allottee/Assignor/Indemnifier has so far paid Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) to the Company.

ANDWHEREAS the Buyer/Assignee/Indemnifier has already paid an amount of Rs. \_\_\_\_\_\_\_\_\_\_\_/- (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) as per the Agreement to the Allottee/Assignor towards the assignment of the right/ interest/obligation in said Flat/Unit.

AND WHEREAS the Buyer/Asignee/Indemnifier is ready and willing and undertakes to pay the balance of the sales consideration/additional capitalization and other charges, if any, as per the Application Form /Allotment Letter/ Builder Buyer Agreement to the Beneficiary directly as and when demanded by the Beneficiary after the assignment of rights, interest, obligations in the booking of said Flat/Unit in his/her favour.

AND WHEREAS the Allottee/Assignor has transferred by way of assignment the said Flat/Unit agreement in favour of the Buyer/Assignee/Indemnifier ………………… (mention the name(s)) and Allottee/Assignee has already vide his/her letter dated \_\_\_\_\_\_\_\_\_ to the Beneficiary had requested to substitute/endorse the name(s) of the indemnifier in the records of Beneficiary and the Indemnifier has also requested the Beneficiary vide letter dated \_\_\_\_\_\_\_\_\_\_ to substitute/endorse the name(s) of the indemnifier in the records of Beneficiary at the sole risk and responsibility of the Buyer/ Assignee/Indemnifier.

AND WHEREAS, the Indemnifier accept and agree with the terms and conditions as set out in the Application Form dated\_\_\_\_\_\_\_\_, Allotment Letter dated\_\_\_\_\_\_\_\_\_\_\_, Builder Buyer Agreement dated\_\_\_\_\_\_\_\_\_\_ which he/she has fully understood and undertake to pay all charges including additional capitalization and other charges, if any, and abide by all the terms and conditions of the said Application Form/Allotment Letter/ Builder Buyer Agreement and other terms imposed by the Beneficiary from time to time.

AND WHEREAS, The Indemnifier having been appraised, understands and confirms that being the Assigee, he / she is not entitled to claim any compensation for delay in handing over possession or rebate under a scheme or otherwise or any other discount by whatever name from the Company and hereby undertakes not to raise any claim whatsoever with regard to the same from the Company, for which the - Applicant / Allottee might have been entitled.

AND WHEREAS the Indemnifier undertakes and agrees to comply with all the terms and conditions, rules and regulations laid down by the Beneficiary Company for the said booking/allotment for the Flat/Unit in the aforesaid project of the Beneficiary Company from time to time.

AND WHEREAS, the Indemnifier undertakes and agrees to execute all other documents as the Beneficiary may feel necessary for the purposes of assignment of the right, interest. Obligations in the booking of said Flat /Unit and for execution of the any other document and Sale/Conveyance Deed in his/her favour for the said Flat /Unit at any point of time in present or future, after making the full payment to the Company.

AND WHEREAS the Company, acting in good faith and on the representations made by the Buyer/ Assignee/Indemnifier has agreed to record the said change in its records and endorse all original documents including Builder Buyer's Agreement at the sole risk, responsibility of the Buyer/ Assignee/Indemnifier and subject to the condition that the Company and its directors and employees be indemnified by the Buyer/Assignee/Indemnifier against all losses or damages that may be sustained by them or any claim, litigation, proceedings etc. that may be taken out or arise from the said transaction between the Buyer/Assignee/Indemnifier and the Allottee/ Assignor.

That, the Indemnifier have not violated any of the relevant provisions of law particularly the provisions of Indian Stamp Act in making the aforesaid assignment of rights, interest, obligation under the said booking/allotment for Apartment/Floor/Villa/Plot/Unit , and if there shall any liability, duty, penalty of whatever kind in this regard, the Indemnifier shall be exclusively liable and responsible therefore, and the Indemnifier do undertake to pay the same and do hereby indemnify and keep indemnified the Company against any loss, penalty damage that may be caused.

The Buyer/Assignee/Indemnifier hereby indemnify and shall always keep the company and its directors and employees indemnified against any loss or damage that they may sustain in agreeing to the request of the Buyer/Assignee / Indemnifier or any claim of any revenue or other authority, proceeding or litigation that may be taken out or brought against them or arising out of or in connection with the aforesaid nomination / assignment and the company shall be fully entitled and empowered to have its charge on the said Flat/Unit in the event the Buyer/ Assignee/Indemnifier fail to keep their commitment in this regard.

IN WITNESS WHEREOF the Buyer/Assignee/Indemnifier have executed this Indemnity Bond signed on the day, month and year above written in the presence of the following witnesses:

**WITNESSES :**

1. 1.

**BUYER(S)/ ASSIGNEE(S)/Indemnifier(s)**

1. 2.

**(Format for Signature Verification to be given by both Allottee(s)/Assignor & Buyer/Assignee(s))**

**IDENTITFICATION SLIP**

-----------------------

Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paste

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photograph

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------------------------ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specimen Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

------------------------

Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paste

S/W/D/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Photograph

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------------------------ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specimen Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURES AND PHOTOGRAPHS ATTESTED:**

(Signature of Bank Official together with Bank Seal)

Name:

Designation:

Name of Bank And Branch:

DECLARATION OF RENTALS/ COMMITMENT PAYMENT

Date: ………………..

Project Name …………………………………………….

Flat No …………………………………………….

Name of the Allottee/Allottees: …………………………………………….

…………………………………………….

…………………………………………….

Address / Phone No …………………………………………….

…………………………………………….

…………………………………………….

Name of the Assignee/ Assignees …………………………………………….

…………………………………………….

…………………………………………….

Address / Phone No …………………………………………….

…………………………………………….

…………………………………………….

Rent/ Commitment Paid till the month of ……………..., for Rs……………. after deducting TDS amount of Rs ……………

Rent/Commitment will be paid to the Assignee/ Assignees from the month of…………. amounting to Rs ………………….. per month after deducting TDS amount of Rs…………….

If any revised rental arrears has to be paid as per the lease agreement, then the amount of rental arrears against the above said flat will be paid to the Assignee/ Assignees…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

We, hereby like to confirm you that the above said are true at our best of our knowledge and in future all the rental/ commitment payments will be paid to the Assignee/Assignees.

- Allottee Assignee/ Assignees

……………………………………….. …………………………………………

Signature Signature

AUTHORITY LETTER

Dated: ……………

TO WHOMSOEVER IT MAY CONCERN

This is with reference to the transfer of FLAT NO……. measuring …………….. at - …………………………………(Project Name) which will be transferred from the - allotee……………………………………………………... to …………………………………………………………………………………………………………...

I do hereby authorize ……………………………………….. who will be collecting all the relevant original documents after the transfer of above mentioned flat i.e(Original Builder Buyer Agreement, Original Booking Payment Receipts, Original Transfer Fees Receipt ) and also the monthly rental/ commitment charges cheque of the above mentioned flat for the month of …………………amounting Rs/-……………. In words …………………………………………… ………………………………………………………….. ) as per the lease agreement.

Kindly, do the needful and handover the documents and cheque as I ……………………………… would not be able to come and collect the documents from the company.

Thanking You,

Yours Truly,

Name: …………………………………………………….

Signature:

Ph: ……………………………..

Name: ………………………………………………………

(The person to whom the original documents have to be handed over)

Signature:

Ph: ……………………………..

To

-………………………………(Company Name)

Vatika Triangle

7th Floor,

Sushant Lok, Phase I,

Block A, M.G. Road

Gurgaon – 122002, Haryana

**Sub: Authority Letter**

Dear Sir/Madam,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the Applicant/Allottee of\_\_\_\_\_\_\_\_\_\_\_ in the Project\_\_\_\_\_\_\_\_\_\_ *(insert details of the property Allotted)* hereby authorize Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, son of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose identity proof is attached herewith, to collect from and/or submit, in person, documents in respect of Transfer/Name addition (and/or) deletion/Accounts Statement /Information at the Tellers/Registration Papers/Builder Buyer Agreement/Receipt/Payment Request Letter at your office on my behalf pertaining to the above mentioned allotments made in my favor.

This authorization letter is valid for \_\_\_\_\_\_\_\_\_ (number of days of validity) from the issuance date after which it becomes null and void.

I shall be fully responsible and liable for all acts, omission, commission, etc of my above named representative.

I hereby attest the signature of my above mentioned representative.

|  |  |  |  |
| --- | --- | --- | --- |
| Date:  Place: | | \_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Name and signature of client giving the authorization letter with property details – to be matched with records on file)* | |
| \_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Signature of the person authorized. Check the ID)* | |
| \_\_\_\_\_\_\_\_\_\_­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Attestation of above signature by Applicant/Allottee/client)ntt* | |
|  |  | |

**Endorsement: Dated:**

**At the request of Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/D/W/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the allottee of Apartment/Floor/Plot/Unit No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area \_\_\_\_\_\_\_\_\_\_ Priority No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project),………. and on undertaking & indemnities given by him/her, the rights, interest, obligations in said Apartment/Floor/-Plot/Unit is endorsed in favour of Mr./Ms..\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/D/W/o\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_subject to payment of Administrative Charges of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Excluding S.Tax) (Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and fulfillment of all terms and conditions agreed by the said assignee.

**Assignor/Seller Assignee/Buyer Company/ Developer Legal/CRM/AC**

**Endorsement: Dated:**

**At the request of Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/D/W/o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the allottee of Apartment/Floor/Plot/Unit No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area \_\_\_\_\_\_\_\_\_\_ Priority No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(project),………. and on undertaking & indemnities given by him/her, the rights, interest, obligations in said Apartment/Floor/-Plot/Unit is endorsed in favour of Mr./Ms..\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/D/W/o\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_subject to payment of Administrative Charges of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Excluding S.Tax) (Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) and fulfillment of all terms and conditions agreed by the said assignee.

**Assignor/Seller Assignee/Buyer Company/ Developer Legal/CRM/AC**

**CRM DATA FORM (To be Filled by Assignee)**

**a)First Applicant………………………………………………………………………………..**

**Date Of Birth :……………………………………………………………………………………….**

**Email Id:……………………………………………………………………………………………..**

**Contact No / Mobile/ Landline:………………………………………………………………………….**

**No: of Family Members:……………………………………………………………………………..**

**Occupation:…………………………………………………………………………………………..**

**Industry:………………………………………………………………………………………………**

**Designation:…………………………………………………………………………………………..**

**b)Second Applicant…………………………………………………………………………………**

**Date Of Birth :………………………………………………………………………………………...**

**Email Id:………………………………………………………………………………………………**

**Contact No / Mobile/ Landline:……………………………………………………………………………**

**No: of Family Members:………………………………………………………………………………**

**Occupation:……………………………………………………………………………………………**

**Industry:……………………………………………………………………………………………….**

**Designation:……………………………………………………………………………………………**

**Contribute in Product Developments? ……(Yes/ No)…………………………………………….........**

**Notified of New Product/Service Launch?...(Yes/No)…………………………………………………..**

**What’s the best way to connect with you? (E-Mail/Telephone/Any/All)……………………………...**

**Preferred Investment Budget ?………………………………………………………………………..**

**PROJECT’S NAME: – RESEDENTIAL / COMMERCIAL**

**:…………………………………………………….**

**UNIT No: / PROPERTY NUMBER: -**

**ADDRESS LINE 1: -**

**ADDRESS LINE 2: -**

**ADDRESS LINE 3: -**

**CITY:-**

**STATE:-**

**COUNTRY: -**

**PIN CODE :-**

**Signatures (Assignee) Dated:**