



CHECKLIST FOR DOCUMENTS REQUIRED FOR TRANSFER OF PROPERTY IN CASE OF RESALE

The buyer needs to submit the following papers to Society:

1. Complete copy of his sales agreement with Index II.
2. Form to intend the transfer of property in Appendix 20 (1)
3. Form of Letter of consent in Appendix 20(2)
4. Application for transfer of shares in Form /Appendix #21 to be submitted along with original share certificate
5. Resignation of membership of the Society by a Member in Appendix 13.
6. Form of application for membership of the Society by the Proposed Transferee (being an individual) in Appendix 23.
7. Undertaking in Form /Appendix #3 being the U/T to use the Flat for the purpose for which it's purchased on Rs 200 Stamp Paper.
8. Appendix-4 if Applicant does not have source of income to discharge the liabilities of society.
9. Nomination Form No. 14 in triplicate in handwritten.
10. Original Share Certificate for endorsement of name of New Member
11. Possession letter from the seller declaring that he has received full consideration as per the agreement and given up all his right, stake and interest in the title of the property forever and handed over vacant possession of the flat to the buyer.
12. Copy of bank loan disbursement letter.
13. KYC and Members Information Form (If society has any)
14. Transfer Premium of Rs 25000/-
15. Transfer Fees Rs 500/-
16. Entrance Fees Rs 100 per member

Note

As per Bye Laws No 38 The condition of Transfer premium shall not apply to transfers of shares and interest, of the transferor in the capital / property of the Society to the Member of his family or to his nominee or his heir / legal representative after his death and in case of mutual exchange of flats amongst the Members.

