



## CHECKLIST FOR FLAT TRANSFER FOR INDIVIDUAL TO INDIVIDUAL VIDE GIFT DEED

1. Form to intend the transfer of property in Form 20(1) ( to be submitted 15 days in advance, before gift deed, for getting NOC)
2. Form of Letter of consent in Form 20(2) ( to be submitted 15 days in advance, before gift deed, for getting NOC)
3. Application for transfer of shares in Form #21 to be submitted along with original share certificate
4. A Form of Membership application form #2
5. Resignation of the Transferor in Form #13.
6. Copy of Certified Registered & Stamp Duty Paid Gift Deed.
7. An undertaking by the transferor to discharge all liabilities to the society.
8. Payment of transfer fee of 500/- and Entrance fee of 100/-
9. Transfer Premium of Rs 25000/- if Gift is made to other than family members.
10. To submit Form #3 being the U/T to use the Flat for the purpose for which it's purchased on Rs 200 Stamp Paper.
11. Possession letter from the Transferor declaring that he has received full consideration as per gift Deed 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. Appendix-4 if Applicant does not have source of income,

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.

This is a general check-list. Kindly customize the forms accordingly.

