**Check-list of Documents required for Member’s File**

**Flat / Shop No. \_\_\_\_\_\_\_\_**

**Mr. / Mrs. / Miss. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Sr. No.** | **Particulars** | **Status** |
| --- | --- | --- |
| 1 | Details of member |  |
| 2 | Agreement of Sale with the Purchaser |  |
| 3 | Copy of Layout Plan |  |
| 4 | Registration receipt by the Flat Purchaser |  |
| 5 | Stamp Duty paid receipt by the Flat Purchaser |  |
| 6 | Possession Letter / OC |  |
| 7 | Copy of Share Certificate |  |
| 8 | Nomination Form No. 14 |  |
| 9 | Mortgage / Loan details, Loan Clearance details (if any) |  |
| 10 | Flat Agreement Value |  |
| 11 | Flat Registration Value |  |
| 12 | Flat Stamp Duty Value |  |
| 13 | Date of Purchase |  |
|  |  |  |
|  |  |  |

**Check-list of Documents required for Member’s File in Transfer Case**

**Flat / Shop No. \_\_\_\_\_\_\_\_**

**Mr. / Mrs. / Miss. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Sr. No.** | **Particulars** | **Status** |
| --- | --- | --- |
| 1 | Details of member |  |
| 2 | Transferor’s Letters to Society |  |
| 3 | Transferee’s Letters to Society |  |
| 4 | Transferee’s Letters to Reliance Energy Ltd. / Tata Power Company |  |
| 5 | Agreement of Sale with the Purchaser |  |
| 6 | Registration receipt by the Flat Purchaser |  |
| 7 | Stamp Duty paid receipt by the Flat Purchaser |  |
| 8 | Notice of Intention. Form No. 20 (1) / 20 (2) |  |
| 9 | Transfer form No. 21 under bye-law no. 38 (e) (1) |  |
| 10 | Possession Letter / OC |  |
| 11 | Form No. 23 under the bye-law no. 38 (e) / 11 |  |
| 12 | Transferor’s declaration on Rs. 100 stamp paper, Form no. 25 |  |
| 13 | Transferor’s declaration on Rs. 100 stamp paper, Form no. 26 |  |
| 14 | Transferor’s declaration on Rs. 100 stamp paper, Form no. 4 |  |
| 15 | Transferor’s declaration on Rs. 100 stamp paper, Form no. 5 |  |
| 16 | Nomination Form no. 14, filled by Transferee |  |
| 17 | Transfer Fee cheque of Rs. 500/- |  |
| 18 | Entrance Fee cheque of Rs. 100/- (Single), Rs. 200/- Joint |  |
| 19 | Copy of Layout Plan |  |
| 20 | Copy of Share Certificate |  |
| 21 | Request to issue NOC for Financer (For Loan purpose) |  |
| 22 | Mortgage / Loan details, Loan Clearance details (if any) |  |
| 23 | Flat Agreement Value |  |
| 24 | Flat Registration Value |  |
| 25 | Flat Stamp Duty Value |  |
| 26 | Date of Purchase |  |
|  |  |  |