

Society Name
Society Address

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	

Society Name
Society Address

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	

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