

CHECK LIST FOR TRANSFER OF OWNERSHIP

1	Name of the Scheme :		
2	Name of the original allottee :		
3	Name of the present allottee / transferor :		
4	Name of the transferee :		
5	Governing Rule / provision/Decision of the Authority :		
6	Asset No:		
7	Cost of Asset (Original cost) :		
8	Whether all dues cleared or not		
9	Date of handing over possession		
10	Whether five years have passed from the date of possession		
11	Processing fee amount deposited		
12	Whether original & duplicate registered lease deed submitted		
13	Whether non-encumbrance certificate from DSR/SR submitted		
14	Whether passport size photograph of transferor & transferee submitted		
15	Whether undertaking in shape of affidavit submitted by both transferor & transferee for payment of outstanding dues, if any:		
16	Whether Holding tax receipt and Ground rent receipt submitted		
17	Whether undertaking submitted by the transferor that the amount deposited against the asset shall stand transferred in favour of the transferee.		
18	Whether transferor & transferee have submitted affidavit / Indemnity Bond as per format.		
19	Whether transferor / proposed transferee has/ have any land/plot/flat in BDA plan area as per Indemnity Bond.		
20	Whether name of the allottee / transferee or his/her family members included in Task Force or Audit Report (DQ/MA/FA)		
21	Whether any legal impediments for the asset is in force		
22	Whether any additional construction made beyond the approved plan		
23	Any UAP case in initiated or not		
24	Whether any objection is received during the stipulated period in response to the proclamation		
25	Advertisement cost deposited or not		
26	Whether record of statement has been made		
27	Whether consent charge has been realized or not		
28	Whether restriction of OLR Act-22 is applicable in this case		

Dealing Assistant

Section Officer

Allotment Officer-I