

CHECK LIST FOR EXECUTION OF LEASE-DEED

1	Name of the original allottee		
2	Name of the present allottee		
3	Name of the Scheme with asset No.		
4	Total plot area/ Carpet area allotted		
5	Whether full cost along with interest (if any) is realized		
6	Whether possession has been taken since five years back		
7	Whether full processing fee has been deposited		
8	Whether pre-possession change of allotment was made if yes then details		
9	Permission for mortgage availed if Yes, clearance is obtained or not		
10	Whether any additional land is allotted if yes whether full cost of additional land is deposited in full.		
11	Whether any dues is pending		
12	Whether indemnity Bond as per BDA format is submitted.		
13	Whether his/her family member has any other plot/house/land/flat in BDA Area at the time of allotment of this plot/house/land/flat etc. as per the bond.		
14	Whether the name of the allottee or his/her family members is included in Task Force or Audit Report or internal report.		
15	Whether the allottee/applicant is appeared before the Allotment officer with proper identification.		

Dealing Assistant

Section Officer

Allotment Officer-I