

ESTATE (12.5%) CHECKLIST

(I) Tripartite Agreement between CIDCO, PAP and Purchaser

- Form A – Application to CIDCO for transfer of Plots to third party
- Form B - Consent from Purchaser
- Form C - Consent from Seller
- Form D – Joint Consent by Purchaser & Seller
- Copy of the registered Agreement to Lease
- Maveja clearance
- Notarized photo identification of purchaser and seller
- Public Notice of 15 days given in a local newspaper
- Advocate's Certificate
- Official Notice on CIDCO Notice Board.
- Registered Partnership Deed in case of a Partnership Firm
- Board Resolution, Memorandum of Association and Articles of Association in case of a Pvt. Ltd. Company

Lease Deed

- Copy of Agreement to Lease/ Tripartite Agreement with Final Order
- Notarized Photo identification Certificate(form F)
- Commencement Certificate (CC)
- Occupancy Certificate (OC)

Transfer by Deed of Assignment

- Affidavits (Form B, C & D)
- Copy of registered Lease Deed
- Photo Identification of Purchaser and Seller (form – F)
- Notice of 15 days in Local Newspaper
- Advocate's Certificate
- Official Notice on CIDCO Notice Board.

Transfer by Gift Deed for Plots, Flat

- A Affidavits (Form B, C & D)
- Agreement to Lease/Tripartite Agreement with Final Order/Lease Deed
- Copy of registered Gift Deed

Permission for Society Formation

- Forms A, B, C and D, Form E
- List of Tenement Holders, their Flats/shops Numbers, carpet area and signatures and list duly attested by chief promoter (Elected by Tenants)
- Form F individual tenant details and photo duly attested by Chief promoter
- A public notice of 15 days is given in newspapers and claims/objections if any are invited.
- Advocate's Certificate

Deemed Conveyance

- Forms A, B, C and D, Form E
- List of Tenement Holders, Flat Numbers, Carpet Area with signatures and list duly attested by Chairman/Secretary/ Treasurer
- Form F - Individual tenement holder details and photo duly attested by Chairman/Secretary/ Treasurer
- Order of Deemed Conveyance issued by Jt. Registrar of Cooperative Societies
- Certificate of registration of CHS
- Occupancy Certificate (for confirmation of no. of Tenements).

Transfer of Tenements/Shops

- Forms A,B,C,D
- Photo identification of the outgoing and incoming members. (form F)
- Letter of Resignation of the outgoing member.
- Resolution from the Society accepting resignation and approving incoming member.
- NOC to sell the concerned flat/shop from the society
- Agreement to sale
- Certificate of Architect with endorsement of carpet area from society.

Addition of Members

- Forms A,B,C,D and F
- Resolution from the Society
- Occupancy Certificate
- Agreement to Sale with Lessee
- Certificate of Architect with endorsement of carpet area (if required).

Mortgage NOC

- Letter from the Bank/Financial Institution (CIDCO empaneled)
- NOC from Society
- Affidavit from the applicant.

Recording of Heirship

- Death Certificate of the owner
- Heir ship Certificate from the competent Court
- Affidavit by all Heirs.

Recording of Nominee

- Death Certificate
- Society Nomination
- Society NOC
- Affidavit by all Heirs
- Indemnity Bond by the nominee.

Transfer on the basis of Will

- Death Certificate
- Copy of the Will
- Probate of Will issued by competent court
- Society NOC.

Time Extension

- Agreement to Lease/Tripartite Agreement with Final Order.
- Commencement Certificate (CC)

No Dues Certificate

- Occupancy Certificate (OC)

Leave & License Agreement

- Request by Applicant

Permission for temporary use of open space in 12.5% area

- Charity Commissioner's Certificate if applicant is a trust.
- Rough map marking area.

Amalgamation of Plots

- Tripartite Agreement copy
- Final order.

Re- allotment of plot Agreement to Lease

- Letter of Allotment.
- Agreement to Lease.

Permission for redevelopment of plot

- Agreement to Lease / Tripartite Agreement with Final Order
- Commencement Certificate mentioning F.S.I. or Certificate from the competent authority that the building is old and dilapidated

Change in composition of partnership firm

- Registered partnership deed.
- Retirement / Admission deed.

(II) Check List for Change in Directors of a company

- Articles of Association.
- Memorandum of Association.
- Form -32 of incoming / outgoing Director.

(III) Check List for Change in name of partnership firm / company

- Registered partnership deed / Articles of Association.
- Memorandum of Association denoting change in name.

(IV) Check List for Corrigendum Letter in case of withdrawal of Civil Suit

- Certified copy of the court order