

CONDOMINIUM ASSOCIATION EXPRESS GREENS M1A



SOP for documentation to be submitted by the allottee for Execution of Conveyance Deed

1	Stamp duty payment certificate /stamp papers of the value equivalent of 7% of the cost of Apartment, if any case of women entrepreneurs, the stamp duty shall be applicable @5% instead of 7%.
2	Details of area of Apartment in terms of Carpet Area to be obtained from the ED wing, IMT Manesar.
3	Details of payments made by allottee to EX-Vendor i.e, M/S DLF home developers limited towards cost of apartment as per agreement duly certified by M/S DLF Home Developers Limited.
4	No dues certificate from RWA/Maintenance agency as well as certifying the parking space allotted as per agreement.
5	Copy of PAN number of authorised director and company in case of company, all partners & firm in case of partnership firm and allottee in case of individual.
6	Address & identity (with photo) proof of person(s) executing the conveyance deed (voter I-Card, Driving licence, passport, etc).
7	Undertaking on NJSP of Rs.20/- duly attested by Notary Public/Executive Magistrate First class as per format at Annexure-II
I	NJSP of Rs. <u>AS PER DEAL</u>
II	Address & Identity (with photo) proof of person(s) executing the conveyance deed (voter I card, Driving licence, passport, etc.).
III	Authorization letter, If any
IV	Details of Area of Apartment in terms of Carpet Area to be obtained from the ED Wing, IMT Manesar.
V	Details of payment done against apartment duty verified by Developer
VI	Copy of Physical Possession
VII	No dues certificate from RWA/Maintenance agency as well as certifying the parking space allotted as per agreement
VIII	Undertaking on NSJP of Rs.20/- duly attested by Notary Public/Executive Magistrate First Class as per format at Annexure-II