

CHECK LIST FOR SALE/PURCHASE CASES

The following points to be kept in mind by seller/purchaser while preparing the documents :-

1. Use only papers (format) provided by AWHO to avoid typing error.
2. Stamp paper to be purchased in the name of executants.
3. Every Page including stamp paper should be signed by executants.
4. Notarial stamp of Rs 5/- is mandatory to be affixed on each affidavit/indemnity bond.
5. Notary will sign on each page of affidavit/indemnity bond.
6. Registration No of Notary is mandatory on his stamp.
7. Legal documents on Non Judicial Stamp Paper should be purchased and executed in the State either where the DU is located or where the executants resides, That residential address should be mentioned in affidavit/indemnity bond.
8. Documents will be notarized in the same state from where the stamp papers have been purchased.
9. Date of notarisation and execution should be same.
10. Residential address should be permanent in nature of seller/purchaser/witnesses.
11. Photographs of purchaser on registration application form should be attested by Class I Gazetted Officer/Magistrate.
12. Signature of purchaser on registration application form (AH-30) should be countersigned by a Class I Gazetted Officer/Magistrate.
13. PAN is mandatory for the purchaser and to be mentioned in the registration application form and subsequently the sale/conveyance deed.
14. Nominee can only be spouse, and/or children. In case of unmarried applicant nominee can be father/mother. In case of unmarried applicant and demise of father/mother, brother/sister can be nominee.
15. If an allottee is loanee of HDFC/Govt of India/HBA etc then clearance is required in original from the Loaning Agency which will clearly contain the name of property , station, sector etc where situated.
16. No dues certificate and provisional membership from the society in respect of seller/buyer is required in original
17. Over typing/cutting/addition/deletion be avoided in all documents. All over typing /cutting/addition/deletion should be signed by both the executants and Notary.
18. Strike out word “Have received/Not received” which is not applicable in Para 6 of Indemnity bond and Para 4 in Affidavit of seller.
19. Seller/purchaser must paste their latest coloured passport size photograph on each affidavit/indemnity bond form duly attested by a Notary/Gazetted officer/CI 1 Magistrate.
20. Transfer charges will only be accepted in the form of Demand Draft. Cheques of any type will not be accepted.

