DOCUMENTATION PROCEDURE FOR SELL/ PURCHASE OF DWELLING UNIT (DU) THROUGH ARMY WELFARE HOUSING ORGANISATION (AWHO)

1. For issuing NOC by AWHO for sale/ purchase, applications from both seller and buyer (format att) duly signed addressed to MD AWHO are required.

2. Seller is required to enclose a copy of Conveyance deed/ Sale deed (duly notarized by Public Notary) of DU proposed to sell along with his application.

3. Once applications are received at this office the same is processed through various sections (checking bona fide of seller, allotment letter no and dt, details of registration, membership no, any financial liabilities, any legal case, eligibility of sell/ purchaser etc) and once found in order a provisional sanction is given to seller under which format of various affidavits are forwarded for submission by both seller and buyer. On successful submission of these documents final NOC will be issued.

4. No Dues Certificate in respect of seller and Provisional Membership Certificate in respect of purchaser from the society is prerequisite for issue of NOC.

5. The following documents are further asked for issue of final NOC (formats fwd by AWHO) :-

By Seller

(a) Affidavits, Indemnity Bond, demand drafts of Rs 11800/-, no dues certificate from society and loan clearance cert, if any loan liabilities.

By Purchaser

(b) Affidavits, Indemnity Bond, application for registration, demand draft of Rs 12,567/-, provisional membership cert from society.

FORMAT OF WILLINGNESS APPLICATION OF SELLER

From

_____
s/o, w/o_____
r/o _____
_____

Tele/ Mob No_____

To,
The Managing Director
Army Welfare Housing Organisation
South Hutment, Kashmir House
Rajaji Marg, New Delhi-110011

Subject : ISSUE OF NO OBJECTION CERTIFICATE FOR SALE OF FLAT NO ____, _____ VIHAR, _____ SECTOR _____ STATION

1. I, _____s/o, w/o _____ r/o_____ was allotted flat No_____, type_____ along with Car Garage/ Scooter Garage, Servant Quarter at _____Vihar, Sector_____, _____(station). Now I want to sell the aforesaid flat to Mr/Mrs_____ s/o, w/o _____ r/o_____.

2. It is requested that a No Objection Certificate to this effect may please be issued to me.

3. A willingness application from the intending purchaser is also enclosed herewith in original.

4. My registration/ membership No is _____.

5. I am enclosing a copy of Sale/ Conveyance Deed duly notarized by public notary.

(Signature of seller)

Date

FORMAT OF WILLINGNESS APPLICATION OF PUCHASER

From,

_____

s/o, w/o_____

r/o _____

_____

Tele/ Mob No_____

To,

The Managing Director

Army Welfare Housing Organisation

South Hutment, Kashmir House

Rajaji Marg, New Delhi-110011

Subject : ISSUE OF NO OBJECTION CERTIFICATE FOR PURCHASE OF FLAT NO _____ VIHAR, SECTOR _____ (STATION)

1. I, _____s/o, w/o _____ r/o_____ want to purchase flat No_____, type_____ along with Car Garage/ Scooter Garage, Servant Quarter at _____Vihar, Sector _____, _____(station) from Mr/ Mrs_____ s/o, w/o_____ r/o_____

2. It is requested that a No Objection Certificate to this effect may please be issued to me.

Date (Signature of purchaser)