

Rs. 15/-

Sr. No.



RIGHT TO SERVICE

APPLICATION FOR TRANSFER OF LETTER OF INTENT/ALLOCATION

Property No. _____ Sector _____

Name of Applicant _____

Father's/Husband's Name _____

Address _____

Mobile _____

E-mail _____



GREATER MOHALI AREA DEVELOPMENT AUTHORITY

PUDA BHAWAN

Sector - 62, S.A.S. Nagar

www.gmada.gov.in



TRANSFER OF LETTER OF INTENT / ALLOCATION LETTER

CHECKLIST

- i) Application Form
- ii) Liability affidavit of Purchaser(s) / Doner(s) / Transferee(s)
- iii) Affidavit from the Seller(s) that the Letter of Intent is free from all sorts of encumbrances or litigation in any court of law, liens, mortgage etc.
- iv) Photo identity proof of Seller (s) and Purchaser(s)
- v) Details of the legal heirs of the Purchaser(s) along with their duly attested photographs
- vi) Clearance against loan / mortgage, if any
- vii) Original Letter of Intent
- viii) Certified copy of GPA (if applicable)
- ix) Processing Fee, Transfer Fee, as applicable
 - (a) **Processing Fee** (for all cases): Rs. 5752/- in case of residential plots / houses and Rs. 11504/- in case of commercial and all other sites. (10% increase w.e.f. from 1st April of every year).
'Family Transfer' would mean any transfer within the family comprising of father, mother, son, daughter, husband, wife, brother and sister.
 - (b) **Transfer Fee**: 2.5% of the allotment price of the plot
- (X) In case of any outstanding dues against the Letter of Intent: Applicants are requested to visit our website www.gmada.gov.in and see the account statement of the Letter of Intent under 'Know your Property details' section. In case any amount is due, please deposit this amount. In case there is any discrepancy in the account, please attach the relevant copies of the receipts.

All the above documents should be submitted duly self attested by the applicant and pasted on the blank sheets in this booklet.

All payments shall be made in the form of a Demand Draft favouring EO (GMADA) payable at S.A.S. Nagar/Chandigarh.

All fees are subject to revision at the start of the new financial year.

Time Limit: 21 days

FOR OFFICE USE ONLY

Certified that I have checked and found all the documents in order.

Signature of Receipt Clerk

Signature of Superintendent

Name _____

Name _____

Date _____

Date _____



APPLICATION FORM

To

The Estate Officer
PUDA Bhawan
Sector-62
S.A.S. Nagar

Sir/Madam

I/ we are the owner(s) of Letter of Intent No. _____ dated _____ size _____ scheme name _____. I/We wish to Transfer/sell this Letter of Intent to the intending Purchaser(s), whose details are mentioned below. The Processing Fee amounting to Rs. _____/- for the said transfer is enclosed herewith in the form of Demand Draft No. _____ dated _____ drawn on _____ (Name of the Bank).

It is requested that the requisite permission to Sell/ Gift/ Transfer the title of the said Letter of Intent may please be issued to me/us.

Details of Intending Purchaser (s)/Donor (s)/Transferee (s)

1. _____ S/o D/o W/o _____
resident of _____
2. _____ S/o D/o W/o _____
resident of _____
3. _____ S/o D/o W/o _____
resident of _____
4. _____ S/o D/o W/o _____
resident of _____

Yours sincerely,

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| _____ | _____ |
| 3. _____ | 4. _____ |
| _____ | _____ |

(Signatures & Name of all the owners)



SELF DECLARATION

Photo

I/We

- (1) _____ S/o D/o W/ o _____
resident of _____
- (2) _____ S/o D/o W/ o _____
resident of _____
- (3) _____ S/o D/o W/ o _____
resident of _____

do hereby solemnly affirm and declare as under :-

- (i) That the deponent(s) is / are the absolute and undisputed owner(s) of property allotted vide L.O.I. No. _____ dated _____ size _____ scheme _____.
- (ii) That I / We have applied for the transfer of the above said Letter of Intent in favour of the following persons
- (a) _____ son/daughter/wife of _____
resident of _____
- (b) _____ son/daughter/wife of _____
resident of _____
- (c) _____ son/daughter/wife of _____
resident of _____
- (d) _____ son/daughter/wife of _____
resident of _____
- (iii) That the Letter of Intent in question is free from all sorts of encumbrances i.e. mortgage, lien, gift, sale etc. and there is no stipulation on its transfer in any manner.
- (iv) That there is no dispute/litigation pending in any court of law with regard to the title of ownership of above detailed Letter of Intent.
- (v) That the allottee Sh. _____ S/o _____
is still alive and the said G.P.A. has not been cancelled (only in GPA Case).

Deponent (s)

Verification

I / We do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein. In case any concealment or misrepresentation in the aforesaid affidavit is found at any stage then legal action may be taken against me / us under the law.

Place :

Date :

Deponent (s)



LIABILITY SELF DECLARATION



I/We

- (1) _____ S/o D/o W/ o _____
resident of _____
- (2) _____ S/o D/o W/ o _____
resident of _____
- (3) _____ S/o D/o W/ o _____
resident of _____
- (4) _____ S/o D/o W/ o _____
resident of _____

do hereby solemnly affirm and declare as under :-

- (i) That I/We have agreed to purchase the Property allocated vide L.O.I. No. _____, dated _____ size _____, scheme _____ from _____ S/o D/o W/o _____ resident of _____.
- (ii) That I/we hereby undertake to pay all sums due to GMADA in connection with the above said Property and to abide by the provisions of the Building Bye Laws as well as the terms and conditions of the scheme.
- (iii) That the property is constructed _____ covered area (in sq. ft.) and there is no violation of building rules.
- (iii) That in case any person(s) makes any claim regarding the above said property, the litigation of the same will be defended by me / us and any loss suffered by GMADA or any of its employees will also be made good by me / us in person and by my / our properties.
- (iv) That my / our photograph(s) and specimen signature(s) is / are as follow:

(i)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		



Greater Mohali Area Development Authority

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RIGHT TO SERVICE

(ii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iii)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		
(iv)	Name		<i>affix latest pp size photograph</i>
	Specimen Signatures		

Deponent (s)

Verification

I / We do hereby verify that the contents of above affidavit are true and correct to the best of my / our knowledge and nothing has been concealed therein.

Place :

Date :

Deponent (s)



PHOTO IDENTITY
PLEASE PASTE IDENTITY PROOF OF SELLER(S)



PHOTO IDENTITY
PLEASE PASTE IDENTITY PROOF OF BUYER(S)



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RIGHT TO SERVICE

DETAILS OF ALL LEGAL HEIRS OF PURCHASER(S) WITH THEIR PHOTOGRAPHS

S.No.	Name	Relationship	<i>affix latest pp size photograph</i>
1)			<i>affix latest pp size photograph</i>
2)			<i>affix latest pp size photograph</i>
3)			<i>affix latest pp size photograph</i>
4)			<i>affix latest pp size photograph</i>
5)			<i>affix latest pp size photograph</i>



Greater Mohali Area Development Authority

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RIGHT TO SERVICE



Empowering the Citizens of PUNJAB through PUNJAB TRANSPARENCY & ACCOUNTABILITY IN RIGHT TO SERVICE DELIVERY OF PUBLIC SERVICES ACT, 2018



**The Designated Officers are mandated to provide following services
within the given time limits or else are liable for penalty**

Type of Service	Given Time Limit	Designated Officer
Sanction of Building Plans/ Authority, Revised Building Plans (for residential plots)	30 days	SDO (Building), GMADA
Sanction of Building Plans/ Authority, Revised Building Plans (for commercial plots)	30 days	SDO (Building), GMADA
Issue of Completion/ Occupation Certificate of Building	8 (7+1) days	SDO (Building), GMADA
Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment Letter	10 days/ 3 days/ 10 days	Superintendent, GMADA
Issue of Conveyance Deed	15 days	Estate Officer, GMADA
Issue of No Due Certificate	5 days	Account Officer, GMADA
Transfer of Property in Case of Sale (NOC)	10 days	Superintendent, GMADA
Transfer of Property in Case of Death (Uncontested) (a) All Legal Heirs (b) Registered Will (c) Un-registered Will	(a) 30 days (b) 30 days (c) 45 days	Estate Officer, GMADA
Issue of Permission for Mortgage	7 days	Superintendent, GMADA
Attested Copy of any Document	3 days	Superintendent, GMADA
Change of Ownership	5 days	Estate Officer, GMADA
Demarcation of Plot	5 days	SDO (Building), GMADA
Issue of Plinth/Roof Level Certificate	7 days	SDO (Building), GMADA
Water Supply and Sewerage Connection	7 days	SDO (P.H.), GMADA



*Appeal can be filed with the appellate authority
if the service is not provided within the stipulated time.*

GMADA is committed to serve the Citizens