Guideline/Clarification of the following points in Form-‘A’ for recording of title of land, building etc.

For Point 5: Please write full address of your property being muted.
(Flat/Plot/Shop/Garage Space/Building/Others No.) and also the name of the project if any.

For Point 9: Write the name of the owner(s) of the property in case of land purchased in the name of individual(s) or write the name of the Co-op. Society in case of land purchased in the name Co-op. Society.

For Point 11(1): If not purchased from HIDCO, please specify the name of other Govt. Vendor from whom the property purchased.

For Point 13(i): Please write the date of Execution written on the top of first page of the deed.

For Point 13(ii): Date(s) of subsequent registration with the office of the Registrar if any.

Enclosure required:

For Individual /Co. operative land.

1. Xerox copy of Deed(s) in case of single or multiple registration
2. Xerox copy of Allotment and Possession letter of First Purchaser.
3. List of members of co-op. society with their portfolios duly certified by the Chairman/Secretary of the co-op.
society in case of co-op. land as supporting document of point 9.
4. Copy of certificate of registration of Co-op. Society issued by the DRCS.
5. Copy of resolution of the meeting wherein the last executive committee was formed.

For JVC:

1. Xerox copy of the notification issued by Housing Department mentioning details of land on which the project has been constructed.
2. Xerox copy of the possession letter issued by HIDCO/Housing Board.
3. Xerox copy of developers agreement with Housing Board/HIDCO.

Authentication:

1. **In case of individual owner of plot, shop, space etc.:**
   Authentication may be done by any gazette officer.
2. **In case of plot, flat purchased through co-op. housing society:**
   Authentication may be done by the Chairman / Secretary of the concerned co-op. society.
3. **In case of flat / dwelling unit etc., purchased from joint venture companies or any private companies:**
   Authentication may be done by the authorized person of the concerned joint venture companies / private companies.

**N.B:** You are requested to bring all the original documents at the time of hearing to verify the photocopies enclosed with the Application Form ‘A’.