

Check list of transfer cases

Name of transferor: _____, Project: _____

Name of transferee: _____, Plot/Shop/Stall no. _____

Sl. No.	Documents in original required to be submitted	Remarks
1	Lease deed	
2	Allotment letter.	
3	Money receipts of payment of lease value.	
4	Letter of Possession.	
5	Possession Certificate.	
6	Letter to ADSR informing execution of lease.	
7	Letter to ADSR for registration of lease.	
8	Indemnity Bond.	
9	Filled in proforma by transferee	
10	EPIC and PAN of transferee (Self attested copy).	
11	In case of any lost document: a) GDE and letter to Police Station. b) Affidavit for lost documents.	
12	A letter of transferor to SJDA requesting transfer of the plot/shop/space to transferee.	
13	Upto date rent receipt.	
14	Other specific documents as required (please specify).	