

## APPLICATION FOR TRANSFER OF PROPERTY IN GENERAL CASES

- 1. Procedure-**
- 1. Allottee to submit his/her documents to the concerned society/District Manager & thereafter documents complete in all respects will be submitted to the office of Housefed Punjab, Chandigarh for the purpose in case of property where possession already taken by the Allottee.**
  - 2. Where the possession of the property has not been taken by the Allottee, he/she will submit their application directly to the Housefed, Punjab, Chandigarh.**

**2. Fee- Transfer Fee Charged by Housefed is as under:-**

S.No.	Name of Complex	Category /Size	Transfer fee per Flat/Plot/Shop
1.	SAS Nagar Housing Complex Phase-10 Mohali	MIG LIG	25000/- 25000/-
2.	Shri Guru Teg Bahadur, Sector-70, Mohali	HIG	50000/-
3.	Pakhowal Road CHBS Ltd., Ludhiana, Flats & Shops	HIG MIG 10x12'	50000/- 50000/- 50000/-
4.	SBS Nagar, Phase-1, Ludhiana Flats & Shops	HIG MIG 10x12'	50000/- 50000/- 50000/-
5.	SBS Nagar, Ludhiana	HIG	50000/-
6.	Jalandhar CHBS Ltd., Jalandhar Flats & Shops Pocket-1	HIG MIG 9'.6'x11'x3' 6'.6'x11'.3'	50000/-Per flats 40000/-per Flat 35000/-Per Shop 20000/-Per Shop
7.	New Amritsar, CHBS Ltd., Phase-I Amritsar Flats & Shops	HIG MIG 9'x15'	50000/-Per flats 40000/-Per flats 35000/-Per Shop

8.	New Amritsar, CHBS Ltd.,Phase-II, Amritsar	HIG	50000/-Per flats
9.	Sector-79,Mohali Cat.I,II,III,IV&V	Cat.I, Cat.II, Cat.III, Cat.IV& Cat. V	100000/-Per flats 100000/-Per flats 75000/-Per flats 75000/-Per flats 25000/-Per flats
10.	Bathinda Housing Complex Plots  Booths Shops  Nursing Home Site	500 Sq.Yds. 400 Sq.Yds. 300 Sq.Yds. 200 Sq.Yds. 100 Sq.Yds. 7.6x17.7 15.1x40.6	50000/-Per Plot 40000/-PerPlot 30000/-PerPlot 20000/-PerPlot 10000/-PerPlot 15000/-PerBooth 30000/- Per shop 500000/- per site
11.	Kaputhala Cooperative Housing Complex, Kapurthala	Super Deluxe Flat  E.W.S	25000/- Per Flat  10000/- Per Flat
12.	Banur Cooperative Housing Complex, Banur	Cat.I, Cat.II & Cat.III, Shops	50000/-Per flats 40000/-Per flats 25000/-Per flats 50000/- per Shop

### 3.Mode of Payment-

**All the allottees who have purchased properties i.e Flat, Plot, Booth, Shops and any other commercial sites from Housefd Punjab deposit their payments through Demand draft drawn on any scheduled bank in favour of**

**“ HOUSEFED PUNJAB, CHANDIGARH “payable at Chandigarh or through RTGS as per detail given below:-**

<b>Bank Name</b>	<b>The Punjab State Cooperative Bank Ltd.</b>
<b>Account Name</b>	<b>Housefed Punjab</b>
<b>Account No.</b>	<b>000334002000013</b>
<b>IFSC Code</b>	<b>TPSC0000003</b>
<b>Branch Name</b>	<b>Sector- 34/A, Chandigarh.</b>

**After making payment through RTGS . Information in this regard indicating Complete detail of the property may be sent to Housefed Punjab , SCO- 150-152, Sector-34A, Chandigarh or through E-mail – sehousefed123@gmail.com**

- 4. Documentation-**        **The following documents are required for above said purpose**
- i) Application by seller**
  - ii)Affidavit of seller duly attested by first class Magistrate.**
  - iii)Affidavit of purchaser duly attested by first class Magistrate**
  - iv) Copy of GPA(if applicable).**
  - vi)Application of purchaser.**
  - vii)Letter of allotment in original, Intimation letter, Possessionletter, NDC, etc.**
  - viii) Self attested copy of Adhaard Card & PAN CARD.**
  - IX) Photographs of seller, purchaser & nominee if any.**

**5. Forms- Forms required for the purpose is as under**

**APPLICATION FOR TRANSFER OF PROPERTY**

To

The Superintending Engineer,  
Housefed, Punjab,  
Chandigarh.

Sub:- **Application for the transfer of flat/plot/booth/shops/ No.\_\_\_\_\_,  
Form No.\_\_\_\_\_, File No.\_\_\_\_\_at Cooperative Housing  
Complex,\_\_\_\_\_ .**

Sir,

It is respectfully submitted that I am the allottee of **flat/plot/booth/shops/  
No.\_\_\_\_\_, Form No.\_\_\_\_\_, File No.\_\_\_\_\_at Cooperative Housing  
Complex,\_\_\_\_\_ . I intend to transfer the above said property in the name  
of Sh/Smt \_\_\_\_\_S/O \_\_\_\_\_ R/O \_\_\_\_\_.**

Therefore, it is requested that the above said property, may kindly be transferred in the  
above said name.

Necessary documents mentioned in the application form,are enclosed  
herewith for further necessary action.

Encl: As above.

Yours Sincerely

**APPLICATION FOR PURCHASE OF PROPERTY**

To

The Superintending Engineer,  
Housefed, Punjab,  
Chandigarh.

Sub:- **Application for the purchase of flat/plot/booth/shops/ No.\_\_\_\_\_,  
Form No.\_\_\_\_\_, File No.\_\_\_\_\_at Cooperative Housing  
Complex,\_\_\_\_\_.**

Sir,

It is respectfully submitted that I have purchased **flat/plot/booth/shops/  
No.\_\_\_\_\_, Form No.\_\_\_\_\_, File No.\_\_\_\_\_at Cooperative Housing  
Complex,\_\_\_\_\_ from Sh\_\_\_\_\_S/O\_\_\_\_\_ R/O  
\_\_\_\_\_**. Therefore, it is requested that the above said property, may kindly  
be transferred in my name.

Necessary documents mentioned in the application form,are enclosed  
herewith for further necessary action.

Encl: As above.

Yours Sincerely

**APPLICATION FORM FOR TRANSFER OF PROPERTY**

Application Form No. \_\_\_\_\_, Category-\_\_\_\_, File No. \_\_\_\_\_  
**flat/plot/booth/shops/** No. \_\_\_\_\_ at Cooperative Housing Complex \_\_\_\_\_

1. Name of applicant/Seller
  
2. Name of Father/Husband :
  
3. Permanent Address of applicant with Mobile.No. :
  
4. a)Name of GPA with full Address, if any. :  
:  
b)Book,Volume Page No. & date of registration of GPA \_\_\_\_\_  
c)Place where GPA is registered : \_\_\_\_\_
  
5. Correspondence Address of Seller :
  
7. Family transfer/other transfer : \_\_\_\_\_  
(Tick mark whichever is applicable)
  
8. Name, Father's name & address of Purchaser : \_\_\_\_\_
  
9. Details of deposit  
Transfer fee of Rs. \_\_\_\_\_ /-(Rs \_\_\_\_\_)  
Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ bank

**Applicant/Seller**

Certified that all information furnished in this form is to be best of my knowledge and belief and nothing has been concealed therein.

**Applicant/Seller**

**AFFIDAVIT by purchaser**

I, \_\_\_\_\_ S/O \_\_\_\_\_ resident of

\_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That I have purchased **flat/plot/booth/shops** No. \_\_\_\_\_, application form No. \_\_\_\_\_ at Cooperative Housing Complex, \_\_\_\_\_ from Sh/ Smt - \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_.
2. That I undertake to abide the provisions and terms & conditions of Brochure/scheme of Housefed towards the allotment of the above said **flat/plot/booth/shops** made vide letter No. Hfed/T.W./\_\_\_\_\_ dated \_\_\_\_\_ after the transfer of flat in my name.
3. That Sh/ Smt \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_ will be my nominee after my death, whose specimen signatures are attested below:-  
  
\_\_\_\_\_
4. That I shall not make any addition/alteration/ encroachment in the said property
5. That I shall not use the said property for any other purpose other than the purpose for which it has been allotted.
6. That I shall not hold the Housefed, Punjab, responsible for any loss/damage at any stage due to said transfer made on the basis of the documents submitted for the purpose.
7. That I undertake to pay the balance outstanding payment/instalments towards the cost of property and any other dues of the property if any after transfer of the same in my name.
8. That I shall abide all the terms & conditions of the allotment & brochure etc.

**Deponent**

Place:

Dated:

**Verification**

Verified that the contents of para No. 1 to 8 of above Affidavit of mine is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed therein.

Place:

Dated:

**Deponent**

**AFFIDAVIT OF SELLER.**

I, \_\_\_\_\_ s/o, D/o, w/o, \_\_\_\_\_ Age \_\_\_\_\_ R/O \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That **flat/plot/booth/shops** No \_\_\_\_\_ of Category \_\_\_\_\_ Form No \_\_\_\_\_ (File No. /Gen/ \_\_\_\_\_) at Cooperative Housing Complex, \_\_\_\_\_ was allocated/allotted to me vide letter No. Hfed/TW/ \_\_\_\_\_ dated \_\_\_\_\_
2. That all the dues/instalments towards cost of **flat/plot/booth/shops** have been paid to Housefed, Punjab, Chandigarh.
3. That I intend to transfer the above said **flat/plot/booth/shops** to Sh./Smt./Ms/ \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_ R/O \_\_\_\_\_.
4. That the specimen signatures of Sh./Smt./Ms/ \_\_\_\_\_ S/O, W/O, D/O \_\_\_\_\_ is as under:-  
\_\_\_\_\_  
\_\_\_\_\_
5. That I have not executed any sale-deed/sold this property to anyone earlier.
6. I shall not hold the Housefed, Punjab, responsible for any loss/damage at any stage due to said transfer made on the basis of the documents submitted for the purpose.
7. That the said property is free from all sorts of encumbrances/mortgage.

**Deponent**

**VERIFICATION:**

Verified that the above affidavit of mine is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place:  
Dated

**Deponent**