

## **APPLICATION FOR INCLUDING THE NAME OF CO-ALLOTTEE**

**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-**                      **Rs.10000/-**

**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 Allottee & Co- Allottee.**
- ii) Affidavit by Allottee & Co- Allottee duly attested by first class Magistrate**
- iii) Letter of allotment in original, Intimation letter, Possession letter, NDC, etc.**
- iv) Self attested copy of Adhaar Card & PAN CARD.**
- v) Photographs of Allottee, Co-allottee & nominee if any.**

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

**To**

**The Superintending Engineer,  
Housefed, Punjab,  
Chandigarh.**

**Sub:- Regarding inclusion of co-allottee of flat/plot/booth/shops at Cooperative Housing Complex, \_\_\_\_\_.**

**Sir,**

**It is respectfully submitted that I am the owner of flat/plot/booth/shops No.\_\_\_\_\_, Form No.\_\_\_\_\_, File No.\_\_\_\_\_ at Cooperative Housing Complex,\_\_\_\_\_.**

**I intend to include the name of Sh.\_\_\_\_\_ S/O Sh.\_\_\_\_\_  
\_\_\_\_\_ as co-allottee in the allotment letter.**

**I am enclosing the following documents for your necessary action:-**

**i)Affidavit by Allottee & Co- Allottee duly attested by first class Magistrate**

**vii)Letter of allotment in original, Intimation letter, Possession letter, NDC, etc.**

**viii) Self attested copy of Adhaar Card & PAN CARD.**

**IX) Photographs ofAllotte, Co-allottee & nominee if any.**

**Yours faithfully,**

**Signed original Allottee**

**AFFIDAVIT**

I, \_\_\_\_\_ S/O Sh. \_\_\_\_\_ resident of  
H.No. \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That Housefed Punjab, Chandigarh allotted flat/plot/booth/shops no. \_\_\_\_\_,  
Category \_\_\_\_\_ at \_\_\_\_\_.
2. That I have already paid full/part payment of Rs. \_\_\_\_\_ against flat  
no. \_\_\_\_\_, form no. \_\_\_\_\_, file no. \_\_\_\_\_, Category \_\_\_\_\_.
3. That balance amount if any becomes due in future shall be paid by me.
4. That I shall abide all the terms & conditions of the allotment letter & brochure etc.
5. That I shall not make any addition/alteration/encroachment in the said flat.
6. That I state the same with sound mind and without any pressure.

Deponent

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**Verification:**

Verified that all the statement given above are true and correct to the best of my  
knowledge and belief and nothing has been concealed therein.

Deponent.

**AFFIDAVIT**

I, \_\_\_\_\_ S/O \_\_\_\_\_ resident of  
H.No. \_\_\_\_\_ do hereby solemnly affirm and declare as under:

1. That Sh./Smt. \_\_\_\_\_ S/o.W/o Sh. \_\_\_\_\_ was allotted a flat/plot/booth/shops no. \_\_\_\_\_ Category \_\_\_\_\_ at Cooperative Housing Complex \_\_\_\_\_.
2. That I want to become co-allottee of the flat/plot/booth/shops No. \_\_\_\_\_, Form No. \_\_\_\_\_, File No. \_\_\_\_\_, Category- \_\_\_\_\_ at Cooperative Housing Complex, \_\_\_\_\_
3. Sh./Smt. \_\_\_\_\_ S/o/W/o \_\_\_\_\_ allottee of flat/plot/booth/shops No. \_\_\_\_\_ has no objection regarding including my name as co-allottee in the said flat/plot/booth/shops. The Affidavit of Sh./Smt. \_\_\_\_\_ duly attested by first class magistrate is enclosed herewith.
4. That balance amount if any becomes due in future shall be paid by me.
5. That I shall abide all the terms & conditions of the allotment & brochure etc.
6. That I shall not make any addition/alteration/encroachment in the said flat.
7. That I state the same with sound mind and without any pressure.

Deponent

Dated:

Place: \_\_\_\_\_

**Verification:**

Verified that all the statement given above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent.