

**APPLICATION FOR TRANSFER OF PROPERTY UNDER FAMILY
TRANSFER POLICY**

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. 20000/- Each Property.**

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:-

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

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

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,_____ under family transfer.**

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 _____under Family Transfer Policy.** Therefore, it is requested that
the above said property, may kindly be transferred.

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

Encl: As above.

Yours Sincerely

(Seller)

**APPLICATION FOR PURCHASE OF PROPERTY UNDER
FAMILY TRANSFER POLICY**

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,_____ under family transfer.**

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
_____Relation_____ (Under Family Transfer).** 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 UNDER
FAMILY TRANSFER POLICY**

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 under family transfer

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 UNDER FAMILY TRANSFER POLICY.

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 _____ (Relation _____) Under Family Transfer Policy.
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