Documents required for transfer of a flat
Documents to be checked while buying a new flat

DOCUMENTS REQUIRED FOR TRANSFER OF A FLAT

1. Notice of Intention to Transfer. [(Form No. 20 A)]
2. Letter of Consent.
3. Transfer Form along with Transfer Fee Rs. 50/- & Share Premium Amount up to Rs.25.000/-. [Form No. 21 (1)]
4. Application for Membership along with Entrance Fee Rs. 10/-. [Form No. 22.1]
5. Declaration on Rs.2.01- Stamp Paper by the Transfer or as per the provisions of Urban Land Ceiling Act, 1976.[Form No. 24]
6. Declaration on Rs. 20/- Stamp Paper by the Transferee as per the provision of Urban Land Ceiling Act, 1976.[Form No. 25]
7. Undertaking on Rs. 20/- Stamp Paper to discharge the Liabilities of the society if the Prospective Member is a non-earning person (If Applicable)
8. Undertaking on Rs. 20/- Stamp Paper to dispose of other Flat/Plot held by the Prospective Member or their Family Members (If Applicable)
9. Undertaking on Rs. 20/-- Stamp Paper to use the flat for the purpose for which it is allotted. [(Form No. 3A)]
10. Certified Copy of Agreement along Copy of N.O.C. issued by Appropriate Authority Income Tax, if applicable. (Above 75,00,000 Agreement).
11. Original Share Certificate.
12. Certified True Copy of Registration Receipt.
13. Proof of payment of Stamp Duty.
14. Copy of Possession Letter issued by the Transferor to the Transferee, that the Transferee has been put Peaceful, vacant & physical possession. (Possession Letter)
15. Donation if any must always be collected from the transferor. A letter should also be obtained from the Transferor that he is giving the donation as Voluntary contribution towards Common Amenities Fund and he has instructed his accountant to reflect the same as Voluntary Contribution in his books of accounts.
16. Certified Copy of the Power of Attorney authorizing the Purchaser to act, argue and repugnant on behalf the Seller (Power of Attorney has been on Rs. 50/- Stamp Paper).
17. Obtaining No Dues Certificate from the Society.
18. Letter to the Electricity Department to transfer the Electric Meter.

DOCUMENTS TO BE VERIFIED AT THE TIME OF PURCHASE OF FLAT

1) Property Card Extract, which is the revenue record showing the holder, should not contain any encumbrances and should reflect either the Developers/Promoters Name or that of Land Owner with whom the Developer Promoter has entered into contract for Development.
2) Title deeds of Property/Title Certificate.
3) Clearance/Permission from the competent Authority under the Urban Land Development Act, 1974.,
4) Building Plans duly sanctioned.
5) Commencement and occupancy certificates.

Form 20A

To,
The Secretary,
_____ Co-op. Housing Society Ltd.
Dear Sir,
I, Mr./Mrs. _____member of the _____ Co-operative Housing Society Ltd., having address at _____ _____ _____ _____ and holding five fully paid up shares of Rupees fifty each, bearing distinctive numbers from _____ to _____ (both inclusive) and the flat No. _____ admeasuring _____ sq.mtrs. in the building of the society, numbered known as _____ hereby give you notice as required under Rule 24 of the Maharashtra Co-operative Societies Rules, 1961, as under:
I Shri/Shrimati/M/s._____ intend to transfer my/our shares and my/our right, title and interest in the flat in the building of the society and my/our interest in the capital of the society to Shri/Shrimati/M/s _____ for consideration of Rs. _____.
The consent of the transferee is given on the next page.
Yours faithfully,

Place :_____
Date :_____

Encl: 1) Consent letter from the transferee

Form 20b

To
The Secretary,
_____Co-operative Housing Society Ltd.,
_____
Dear Sir,
I/We Mr./Mrs._____member of the _____Co-operative Housing Society Ltd., proposes to transfer his/her/their shares and interest in the capital/property of the society to me/us. I/We hereby give my/our consent for the proposed transfer of shares and interest of
Mr./Mrs._____
to me/us as required under Rule 24(1) of the Mahrashtra Co-operative Societies Rules 1961.
My our name and address is as under :
_____
_____
Yours faithfully,
Place: _____
Date: _____
_____
Strike out which is not applicable
[Under the Bye-law No. 40(a)]
The form of letter of consent of the Proposed Transferee for the transfer of the shares and interest of the member (Transferor) to him (Transferee)
To
The Hon..Secretary,
_____Co-operative Housing Society Ltd.,
_____
Sir,
I/We Shri / Shrimati / M/s.
_____
member of the _____Co-operative Hosing Society Ltd., proposes to transfer his/her/their shares and interest in the capital/property of the society to me/us. I/We hereby give my/our consent for the proposed transfer of shares and interest of
Shri /Shrimati
/M/s._____
to me/us as required under Rule 24(1) of the Mahrashtra Co-operative Societies Rules 1961.
My our name and address is as under :
_____
_____
Yours faithfully,

Buyer
Place: _____
Date: _____

Form 21(I)

To
The Secretary,
_____Co-operative Housing Society Ltd.,

Dear Sir,
1. I Mr. / Mrs._____am the member of _____Co-operative Housing Society Ltd., situated at _____and holding the Share Certificate No. _____ for five fully paid up shares of Rupees Fifty each, bearing distinctive numbers from _____ to_____ (both inclusive) and holding the Flat No._____ admeasuring _____ sq. meters, in the building of the said society numbered/known as_____
2. I had given you notice of my intention to transfer the said shares and my interest in the capital/property of the society on_____as required under Rule 24(1) (b) of the Maharashtra Co-operative Societies Rules, 1961, along with the consent of the proposed transferee. Mr./Mrs./ M/s. _____
3. I enclose herewith the application in the prescribed form for membership of the said society, by the proposed transferee.
4. I remit herewith the transfer fee of Rs. 50 (Rupees Fifty only). I also remit herewith the amount of the premium of Rs._____ (Rupees_____only), as provided o under bye-law No.40(b) (vi) of the bye-laws of the society.
5. I state that the said shares and the interest in the capital/property of the said society have been held by me for a period of not less than a year.
6. I further state that the liabilities due to the said society by me, as on the date of this application, have been fully paid up me. I also undertake to pay the liabilities which may become due till the transfer application is approved by the Society.
7. I hereby undertake to discharge any liabilities to the said society, which related to the period of my membership with the said society and have become payable by me after cessation of my membership due to any demand made by the local authority, Government or by any other authority or any account, after cessation of my membership.
8. I propose to transfer the said shares and my interest in the capital/property of the said society on the following grounds :
(i) _____
(ii) _____
(iii)_____
9. I furnish herewith the declaration, in the prescribed form, on ten rupees stamp paper about non-holding of any vacant land or land .with a building, in any urban agglomeration specified under the Urban Land (Ceiling and Regulation) Act, 1976, the area of which exceeds 50 sq. metres.
10.1 also furnish herewith the undertaking in the prescribed form, on ten rupees stamp paper about the registration of the transfer, as required under Section 269 AB of the Income-Tax Act.
11. I request you to approve the proposed transfer and inform me accordingly.

Signature of Transferor

Place:
Date:

Form 22

To
The Secretary
_____Co-operative Housing Society Ltd.
1.
I.Mr./Mrs._____
intend to become a member of the_____Co-operative Housing Society Ltd., having address at_____by transfer of the Share Certificate No._____ for five fully paid up shares of Rupees Fifty each bearing distinctive numbers from_____to_____(both inclusive) held by Shri/Shrimati_____ _____the member of the said society and his/her interest in the flat No._____ admeasuring_____sq. meters, in the building of the said society, numbered/known as_____held by the said Shri/Shrimati _____ _____ to my name.
2. I had given my consent to the proposed transfer of the said shares and the interest of the said transferor in the capital/property of the said society to me on _____
3. I now make this application for membership of the said society and for transfer of the said sharesand the interest of the said transferor in the capital/property of the said society to my name.
4. The particulars for the purpose of consideration of my application for membership of the _____Co-op. Housing Society Ltd., are given below :
Age : _____ yrs
Occupation : _____
Monthly Income : Rs. _____
Office Address :
_____
Residential Address :
_____
5. I remit herewith the entrance fee of Rs. 10 (Rupees Ten only).
6. I declare that there is no plot/flat/house owned by me/any of the members of my family/the person dependant to me, in the area of operation

of the society.
I give below the particulars of the plot/flat/house owned by me/any of the members of my family/the person dependant on me, in the area of operation of the society.
Name of the Person
House owned by me
Member of my family
Person dependent on me in
The area of operation of the Society.
Location of the Plot/flat/house
Reason as to why it is necessary to have a flat in this society
7. I furnish herewith the declaration in the prescribed form, on five rupees stamp paper, about non-holding of any vacant land or land with a building, in any urban agglomeration, specified under the Urban Land (Ceiling and Regulation) Act, 1976, the area of which exceeds 500 sq. mtrs.
8. I undertake to use the flat, proposed to be transferred to me, for the purpose, mentioned in the letter that will be issued to me by the said society, under bye-law No. 78(a) of the bye-laws of the said society and that no change of the user of the said flat will be made by me without the prior approval of the society in writing. The undertaking to that effect in the prescribed form is enclosed herewith.
9. I undertake to discharge all the liabilities to the society, which may become due from the date of my admission to the membership of the society. As I have no independent source of income, I enclose herewith the undertaking in the form the person, on whom I am dependent, to the effect that he will discharge all liabilities to the society on my behalf, including charges of the society.
10. I also enclose herewith the undertaking in the prescribed form that the plot/flat/house owned be me/any of the members of my family (includes husband, wife, son having no independent source of income, unmarried daughter and the person dependent on the applicant., the details of which are given in this application, about the disposal of the said plot/flat/house.
11. I have gone through the bye-laws of the said society and undertake to abide by the same and any modifications that the Registering authority may make in them.
12. I request you please admit me as a member of the said society and transfer the shares and the interest of the transferor in the capital/property of the said society to my name.
Yours faithfully,
Signature of the applicant

Place:
Date:

FORM NO.25

{ On Twenty Rupees Stamp Paper }

I/We, Shri/Smt./Messrs. _____ intending member of the _____ Co-operative Housing Society Ltd. at _____ _____ proposing to hold flat No. _____ having _____ sq.metres area, in the building of the society, constructed or to be constructed, hereby declare that I/We do not hold any vacant land or land with a building thereon, anywhere in any urban agglomeration, mentioned in the Urban land (Ceiling and Regulation) Act, 1976, the area of which exceeds 500 sq.metres.

Signature of the Transferee / Buyer

Place:
Date:

FORM NO. 5

{On Stamp Paper of RS.20/-}

I Mr. / Mrs. _____ at present residing at _____ _____, intending member of the _____ _____ Co-operative Housing Society Ltd., having its address at _____, give the undertaking that the plot/house/flat at present owned by me or the member of my family/the person dependent on me, in the area of operation of the Society, the details of which are given in the application for membership made by me to the society shall be disposed off by me within a period of six month from the date of allotment/transfer of the flat to me in this society, without any excuse.

Signature

Place:_____
Date:_____

FORM NO. 3 A

{On Stamp Paper of Rs.20/-}

I/We, Mr. /Mrs. _____ at present residing/having address _____ _____ _____ member/intending members of the _____ Co-operative Housing Society Ltd., Proposed/Registered having address at _____ _____ hereby give the undertaking that I/We will use the flat purchased by me/us proposed to be acquired by me/us, on cessation of membership of the earlier member, under the bye-law No.78(a) of the bye-laws of the society, proposed/registered.

I/We further give the undertaking that no change of user will be made by me/us without the prior permission, in writing of the committee of the society.

Signature

Place:_____

Date :_____