

From,

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To,

The Estate Officer,
Haryana Urban Development Authority,
Gurgaon.

Sub: Request for Final Transfer Orders for Plot / House
No....., Sector, measuring Sq.
Yards / Mtrs., Urban Estate, Gurgaon (Hr).

Ref: Your letter No., dated

Sir,

As desired by your goodself in your above - mentioned
letter, I/we, hereby submit the following documents regarding
transfer of the above-said plot/house.

1. An affidavit executed by me/us on Non-Judicial Stamp papers
for Rs, 3/- duly attested by 1st - class Magistrate
2. An Indemnity Bond executed by me/us on stamp papers for Rs.
15/- duly attested by 1st - class Magistrate.
3. An Affidavit executed by the Transferee/s,
on Non-Judicial Stamp Papers for Rs. 3 /-duly attested by 1st
Class Magistrate.
4. Passport size photographs of the Transferee and myself.
5. Original Transfer permission.
6. Certified Copy of Sale Deed.
7. Extension fee of Rs., Bank Draft No.
....., dated
8. Bank Draft for Rs., as Balance amount /
Enhanced Price against the said Plot/house is being deposited by
.....

It is requested that the Final Transfer Orders may kindly be
issued.

Thanking you,

Date:

Encls: As above.

Yours faithfully

.....

A F F I D A V I T

I/We.....
.....
....., And
.....
.....

do hereby solemnly affirm and declare as under :-

1. That I ,
has transferred the residential Plot / House No. ,
Sector , area , Sq. Yards/Mtrs. , situated in
Urban Estate, Gurgaon Hr. ,in favour of Shri/Smt.
.....
.....
.....

2. That this is a friendly/family transfer and we know each other Personally.

VERIFICATION:

.....
DEPONENT

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and that nothing has been concealed therein. No part of it is false.

.....
DEPONENT

A F F I D A V I T

I/We.....
.....
.....,

do hereby solemnly affirm and declare as under :-

1. With reference to my application for transfer of plot/house/booth No, Sector, Area Sq. yards/Mtrs. I state that I am the absolute and undisputed owner of Plot/House No. situated in urban Estate Gurgaon (Hr).

My Specimen Signatures are as under: -

1.
2.
3.

2. That I also undertake to pay all arrears including the extension fee as specified by the Estate Office, Haryana Urban Development Authority, Gurgaon before the transfer is affected.

VERIFICATION:

.....
DEPONENT

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and that nothing has been concealed therein. No part of it is false.

Date :-

.....
DEPONENT

I N D E M N I T Y B O N D

This Indemnity Bond is executed at GURGAON on this
day of 200 , by Sh./Smt.....
.....
.....,

(Hereinafter called the 'EXECUTANT') in favour of the Estate Officer, Gurgaon (hereinafter called the 'HUDA').

WHEREAS Plot/House No, Sector, area Sq. Yards/Mtrs., Situated in Urban Estate, Gurgaon (Hr) was allotted to the Executant.

AND WHEREAS the Estate Officer, Gurgaon, has asked the Executant to furnish Indemnity Bond for the transfer of the same.

NOW THIS INDEMNITY BOND WITNESSETH AS UNDER : -

1. That the said transfer which is sought in the name/s of is a friendly/family transfer and in case the HUDA would suffer any loss on account of this transfer in his/her/their name/s, the Executant and his/her property and person shall be liable to make good the said loss which will be sustained by the Estate Officer or its employees on account of this transfer.

.....

...2...

2. That the legal heirs and successors of the Executant shall also be liable to make good the loss, if any, suffered by HUDA .

3. That in case any legal heirs or other person shall make any claim regarding this plot/house/booth, the litigation of the same will be defended by the Executant and the loss suffered by H.U.D.A. will also be made by the Executant and his/her property and person.

In WITNESS WHEREOF, the Executant has hereunder put his/her signature at on the first above written in the presence of witness.

WITNESSES

.....
(EXECUTANT)

.....
1.

2.

F I N A L P A Y M E N T R E C E I P T

Received with thanks a sum of Rs. _____ ,
(Rupees _____ . .)
in the following mode : -

<u>AMOUNT</u>	<u>CASH / D.D. NO.</u>	<u>DRAWN ON</u>	<u>DATE</u>
.....
.....
.....
.....

From _____
_____, on
account of full and final payment in respect of my rights for
transfer/sale of Plot/House No. _____, Sector _____,
measuring _____ Sq. Yards/Mtrs. Situated in Urban Estate,
Gurgaon (Hr), acquired by me vide Allotment Letter/Sale Deed
Vasika No. _____, dated _____, I _____,
I further declare as under: -

1. That I have received the consideration in respect of my above-said Plot/house /booth in full, final and nothing is due to me from the aforesaid transferee, namely.....
2. That I have also handed over all the papers/documents etc. in original pertaining to the said Plot/House/booth to
3. That I am now left with no right of transfer or lien on the said plot/house/booth.
4. That I am liable to sign any other document (s) required by Haryana Urban Development Authority or any other concerned authority in connection with change of title of ownership of the said plot/house in the name of _____, or his/her any nominee(s).
5. That this receipt of mine is irrevocable and non-cancelable.

WITNESSES:

EXECUTANT (S)