

**Check List in respect of residential ( plots/flats/houses/) & commercial ( shops, booths ) allotted by HIMUDA:-**

<b>Sr. No.</b>	<b>Description</b>	<b>Scheme On free hold basis</b>	<b>Requirement of HIMUDA</b>
1	<b>Allotment</b>	Hire Purchase Scheme/Partially Self Financing Scheme/Self Financing Scheme.	Allotment can be made after receipt of prescribed application form along with requisite earnest money and after successful in the general draw of lots. Draw of lots will be not conducted in respect “first come first serve basis”
2	<b>Hire Purchase Tenancy Agreement /conveyance deed</b>	Hire Purchase Scheme/Partially Self Financing Scheme.  Note: - Hire Purchase Tenancy Agreement is not required to be executed in respect of Self Financing Scheme. Only conveyance deed will be executed after receipt of full and final cost.	<b>PLOTS/FLATS/HOUSES</b> <b>Hire Purchase Tenancy Agreement will be executed at Head Office at Shimla after receipt of 50% of the final cost/as per payment schedule in the presence of allottee and following documents are required to be brought along:-</b> <ul style="list-style-type: none"> <li>i) Stamp papers worth of Rs.100/- to be purchased within H.P. from any bank/treasury in the name of allottee.</li> <li>ii) Three photo copies of allotment letter.</li> <li>iii) Two witnesses at the time of execution of HPTA.</li> <li>iv) Rs. 372/- (Rs.315/- as cost of layout plans /HPTA form is required to be deposited with HIMUDA at the time of execution of HPTA.</li> <li>v) Two witnesses are also required at the time of execution of HPTA.</li> </ul> <b>Conveyance deed will also be executed at Head Office at Shimla after receipt of full and final cost as per payment schedule/enhanced cost if any in the presence of allottee and following documents are required at the time of execution of conveyance deed:-</b> <ul style="list-style-type: none"> <li>i) Conveyance deed will be executed on non-judicial papers worth of Rs. 4% for women and 6% of the final cost for men in respect of plots. 3% of the final cost as stamp duty will be charged for women in respect of builtup flats/houses. Non- judicial stamp papers are required to be purchased from any bank/treasury within H.P. in the name of allottee.</li> <li>ii) Twenty numbers judicial papers are also required.</li> <li>iii) Three photo copies of allotment letter are required.</li> <li>iv) Rs.572/- (Rs. 315/-+200/- as cost of lay out plans/typing charges)+ GST @ 18% on lay out plans cost also to be deposited with HIMUDA.</li> <li>v) “No due certificate from concerned AE is also required.</li> </ul>
3	<b>Transfer of tenancy within tenancy period.</b>	PSFS/Hire Purchase Schem/SFS	<b>PLOTS/FLATS/HOUSES</b> <ul style="list-style-type: none"> <li>i) An affidavit with application from allottee to the effect that he/she intends to transfer the tenancy in respect of plot/flat/house to the name of Sh./Smt. ____</li> <li>ii) An affidavit from purchaser to the effect that he/she intends to get the tenancy of plot/flat/house transferred to his/her name and he/she will abide by the terms and conditions of allotment/ scheme as amended from time to time if the tenancy of plot/flat/house is transferred in his/her name.</li> </ul>

			<p>iii) NOC from concerned AE/Resident Welfare Association is also required.</p> <p>iv) Transfer charges @ 25% of the final cost in respect of plots allotted under PSFS/HPS + 18% GST on transfer charges.</p> <p>v) Transfer charges @ 10% of the final cost in respect of builtup flats/houses allotted under PSFS/HPS + 18% GST on transfer charge.</p> <p><b>Note:-</b> Affidavits seller/purchaser should come on non-judicial papers worth of Rs. 10/- each dully attested by the Notary Public affixing therein notarial ticket and dully identified by one person and mentioning therein the age of purchaser/seller are required.</p> <p><b>Note:-</b> There is no need to affix the notarial ticket if the affidavits have been attested from Executive Magistrate.</p>
4	<b>Transfer of allotment after execution of conveyance deed</b>	Partially Self Financing Scheme/Self Financing Scheme/Hire Purchase Scheme	<p><b>PLOTS/FLATS/HOUSES</b></p> <p>i) An affidavit with application from allottee to the effect that he/she intends to transfer the allotment in respect of plot/flat/house to the name of Sh./Smt. ____</p> <p>ii) An affidavit from purchaser to the effect that he/she intends to purchase plot/flat/house from Sh./Smt. and he/she will abide by the terms and conditions of allotment/ scheme as amended from time to time if the allotment of plot/flat/house is transferred in his/her name.</p> <p>iii) NOC from concerned AE/Resident Welfare Association is also required.</p> <p>iv) Transfer charges in respect of <b>plots</b> allotted under Partially Self Financing Scheme/ Hire Purchase Scheme/Self Financing Scheme in the ratio of 23%, 21%,19%,17% &amp; 15% of the cost for 1<sup>st</sup> 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, &amp; 5<sup>th</sup> years respectively from the date of execution of conveyance deed will be charged along with GST @ 18% thereon.</p> <p>v) Transfer charges in respect of <b>Flats/houses</b> allotted under Partially Self Financing Scheme/ Hire Purchase Scheme/Self Financing Scheme in the ratio of 9%, 7%,5%,3% &amp; 2% of the cost for 1<sup>st</sup> 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, &amp; 5<sup>th</sup> years respectively from the date of execution of conveyance deed will be charged along with GST @ 18% thereon.</p> <p>vi) <b>Processing fee:-</b>after 5 years from the date of execution of conveyance deed, only processing fee in respect of <b>plots/houses/flats</b> i.e. Rs. 11,000/- for type-I, Rs.9000/- for type-II, Rs.7000/- for Type-III &amp; Rs. 5000/- for Type-IV plots/flats/houses along with GST @ 18% thereon will be charged .</p> <p><b>Note:-</b> Affidavits seller/purchaser should come on non-judicial papers worth of Rs. 10/- each dully attested by the Notary Public affixing therein notarial ticket and dully identified by one person and mentioning therein the age of seller/purchase are required.</p> <p><b>Note:-</b> There is no need to affix the notarial ticket if the affidavits have been attested from Executive Magistrate.</p> <p><b>Note:-</b> After five years from the date of execution of conveyance deed only NOC will be issued by this</p>

			office and the ownership will be changed by the concerned Tehsildar. Every allottee after execution of sale deed is required to submit the certified copy of sale deed to this office to make the necessary changes in the HIMUDA record.
5	Transfer of tenancy/allotment in blood relation	-do-	<p><b>PLOTS/FLATS/HOUSES</b></p> <ul style="list-style-type: none"> <li>i) An affidavit with application from allottee to the effect that he/she intends to transfer the allotment in respect of plot/flat/house to the name of his/her real ___Sh./Smt. ____ in blood relation.</li> <li>ii) An affidavit from transferee to the effect that he/she intends to get the allotment transferred in blood relation from his/her real____ Sh./Smt. and he/she will abide by the terms and conditions of allotment/ scheme as amended from time to time if the allotment of plot/flat/house is transferred in his/her name in blood relation. .</li> <li>iii) NOC from concerned AE/Resident Welfare Association is also required.</li> <li>iv) Transfer charges in respect of <b>plots/flats/house @ 5000/- + 18% GST thereon</b> is required before and after execution of conveyance deed.</li> <li>v) Transfer charges in respect of <b>Flats/houses</b> allotted under Partially Self Financing Scheme/ Hire Purchase Scheme/Self Financing Scheme in the ratio of 9%, 7%,5%,3% &amp; 2% of the cost for 1<sup>st</sup> 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, &amp; 5<sup>th</sup> years respectively from the date of execution of conveyance deed will be charged along with GST @ 18% thereon.</li> <li>vi) <b>Processing fee:-</b>after 5 years from the date of execution of conveyance deed, only processing fee in respect of <b>plots/houses/flats</b> i.e. Rs. 11,000/- for type-I, Rs.9000/- for type-II, Rs.7000/- for Type-III &amp; Rs. 5000/- for Type-IV plots/flats/houses along with GST @ 18% thereon will be charged .</li> </ul> <p><b>Note:-</b> Affidavits seller/purchaser should come on non-judicial papers worth of Rs. 10/- each dully attested by the Notary Public affixing therein notarial ticket and dully identified by one person and mentioning therein the age of seller/purchase are required. <b>Note:-</b> There is no need to affix the notarial ticket if the affidavits have been attested from Executive Magistrate.</p>
6	Mortgage permission	-do-	<p>Consent from allottee along with a letter from Bank authority to the effect that the Bank intends to sanction the loan to allottee in respect of property allotted to him/her. “No due certificate” from concerned AE if the possession has been taken over by the allottee is also required .</p> <p>Note:- Mortgage permission can be granted any time to the allottee after allotment.</p> <p>Note:- After five years from the date of execution of conveyance deed only NOC will be issued after completion of above formalities.</p>
7	Transfer after death of allottee/ transfer on	-do-	<p>A death certificate of the deceased allottee along with a legal heirs certificate dully issued by the concerned Tehsildar (certified/attested copy of the same) are required. In case of “Will”, registered/unregistered “Will” of deceased allottee along with death certificate, legal heirs certificate dully attested by the competent authority are required. Affidavit/indemnity bonds dully identified/witnessed</p>

	the basis of "Will"		by one /two witnesses respectively from all legal heirs/rest of legal heirs (dully attested as narrated above.) are required <b>Note:-</b> Affidavits/indemnity bonds are not required if all legal heirs intend to get the allotment/ownership transferred to their names as per legal heirs certificate issued by concerned Tehsildar/death certificate.
8	Levy charges	-do-	<b>Plots:-</b> <b>Levy charges:-</b> No levy charges will be charged for 1 <sup>st</sup> 5 years from the date of issue of final allotment letter in respect of plots and after five years levy charges @ 5% of the final cost will be charged till the completion of minimum one room tenement. Building plans will be approved by the HIMUDA where colony has not been handed over to the MC and after handing over the colony, the building plans will be approved by the MC as per bye laws/rules/regulations approved and after deposing requisite approval fee.
9	Allotment (Commercial s)	Lease hold basis	Allotment will be made on lease hold basis after receipt of requisite bid money through site auction. Every lessee is required to pay the premium and lease rent as fixed by HIMUDA.
10	Transfer of lease hold rights	-do-	<b>Shops/booths/commercial sites</b> i) An affidavit with application from allottee to the effect that he/she intends to transfer the lease hold rights in respect of shop/booth/commercial sites to the name of Sh./Smt. ____ ii) An affidavit from purchaser to the effect that he/she intends to get the lease hold rights transferred from Sh./Smt. and he/she will abide by the terms and conditions of allotment/scheme as amended from time to time if the lease hold rights of shop/booths/commercial sites is transferred in his/her name. iii) NOC from concerned AE/Resident Welfare Association is also required. iv) Transfer charges @ <b>20% of the premium</b> along with GST @ 18% thereon will be charged . <b>Note:-</b> Affidavits seller/purchaser should come on non-judicial papers worth of Rs. 10/- each dully attested by the Notary Public affixing therein notarial ticket and dully identified by one person and mentioning therein the age of seller/purchase are required. <b>Note:-</b> There is no need to affix the notarial ticket if the affidavits have been attested from Executive Magistrate. <b>Note:-</b> Transfer charges in respect of commercial units will be charges @ Rs.5000/- + GST @ 18% thereon. Rest of the requirement will be same as mentioned above.
11	Mortgage permission	-do-	Consent from allottee along with a letter from Bank authority to the effect that the Bank intends to sanction the loan to allottee in respect of property allotted to him/her. "No due certificate" from concerned AE if the possession has been taken over by the lessee is also required . <b>Note:-</b> Mortgage permission can be granted any time to the lessee after allotment.
12	Lease deed	-do-	i) Lease deed will be executed on non-judicial papers i.e. premium x 5% multiply 99(lease period) divided by 100 Non- judicial stamp papers are required to be purchased from any

			bank/treasury within H.P. in the name of lessee. ii) Twenty numbers judicial papers are also required. iii) Three photo copies of allotment letter are required. iv) Rs.572/- (Rs. 315/-+200/- as cost of lay out plans/typing charges)+ GST @ 18% on lay out plans cost also to be deposited with HIMUDA. “No due certificate from concerned AE is also required. <b>Note:-</b> After registration in the office of Sub-Registrar concerned, the original lease deed will be retained with HIMUDA.
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**Note:-**

<b>Watch and ward charges:-</b>	Watch and ward charges will be charged @ 0.1% per month of the cost upto three months and beyond three months, watch and ward charges @ 0.2% of the cost will be charged for not taking over possession within stipulated period +GST@ 18% thereon.
<b>Maintenance charges :-</b>	After taking over possession in respect of plots/flats/houses/shops/booths and other commercial sites, the maintenance charges are required to be paid as fixed by the authority.
<b>Penal Interest :-</b>	If any allottee/lessee is failed to deposit the dues including maintenance charges, penal interest @ 14% (as applicable) will be charged.