

**GUIDELINES FOR
INCLUSION OF NAME OF SPOUSE AS
CO-ALLOTTEE**

HOUSING DEPARTMENT
DELHI DEVELOPMENT AUTHORITY

INCLUSION OF NAME AS SPOUSE AS CO-ALLOTTEE

The following documents are required to be submitted:

- Application
- Affidavit from the allottee
- Undertaking from the Co-allottee.
- Documentary evidence of relationship duly attested by the gazetted officer.
- Photograph & specimen signatures duly attested by the gazetted officer.
- Affidavit and undertaking should be on of Rs. 10/- Non-judicial stamp paper duly attested by Notary Public or Ist Class Magistrate.

**(APPLICATION FOR INCLUSION OF NAME OF SPOUSE AS
CO-ALLOTTEE)**

1. Name of the Allottee _____
2. Father's/husband's Name _____
3. Residential and postal Address _____

4. Scheme under which registered/allotted _____
5. Registration No. & Date _____
6. Category applicable _____
(JANTA/LIG/MIG/SFS)
7. Particulars of the flat allotted: a) Flat No. _____
 b) Block No. _____
 c) Scheme _____
 d) Floor _____
 e) Allotment File No. _____

- 8) Name of the wife/husband to be included _____
- 9) Occupation of the proposed co-allottee _____

We are enclosing the following documents for inclusion of name in the allotment:

1. Affidavit from the allottee.
2. Undertaking from the co-allottee in case the possession of the flat has been taken over by the allottee.
3. Documentary evidence of relationship i.e. attested copy of :
 - i) Ration Card and
 - ii) Passport or
 - iii) Marriage Certificate etc.
4. Photograph and three Signatures of both duly attested.
5. No Objection Certificate, if House Bldg., Advance has been raised. (Specify clearly)
6. Banker Guarantee duly renewed, if applicable.

Signature of the Co-Allottee

Signature of the Allottee

AFFIDAVIT FROM THE ALLOTTEE

I, _____ S/o, W/o, Sh. _____ aged _____ years, resident of _____ do hereby, solemnly affirm and declare as under:-

1. That I, _____ S/o, W/o, Sh. _____ have been registered with DDA under _____ Scheme against Regn. No. _____ dated _____ and allotted a flat bearing No. _____ Block _____ Pocket _____ in _____ Residential Scheme under S.F.S./ category I/II/III/M.I.G./L.I.G./Janta category on Hire Purchase/Cash Down Basis by the Delhi Development Authority vide letter No. _____ Date _____.
2. That, I intend to add the name of Sh./Smt. _____ S/o, W/o, Sh. _____ Resident of _____ as co-allottee in the allotment of the said flat who is my wife/husband and is related to me by marriage as a member of my family. He/She also falls under the SFS/MIG/LIG/Janta Category.
3. That neither I nor my wife/husband or dependent children or dependent relation own any registration or residential plot/flat in the Union Territory of Delhi other than the flat/registration wherein the name of husband/wife is being included.
4. That neither I nor my wife/husband or dependent children or dependent relation is registered with DDA under other scheme for allotment of plot/flat and none is enrolled as a member of any House Building Co-operative/Group Housing Society.
5. That I undertake also that after having added the name of Sh./Smt. _____ S/o, W/o, Sh. _____ as co-allottee in the allotment of this flat No. _____ Block _____ Pocket _____ in _____ Residential Scheme, I will not purchase any residential plot/flat from Co-operative House Building Society or Land Holding Deptt. or DDA in Delhi/New Delhi/Delhi Cantt. in future.
6. That I am a citizen of India.

DEPONENT

VERIFICATION:

I, the above named deponent, do hereby verify that the contents of paras 1 to 6 of my above affidavit are correct and believed by me to be true and nothing material has been concealed therefrom.

Verified at New Delhi/Delhi on this _____ day of _____ 199_____.

DEPONENT

UNDERTAKING FROM THE CO-ALLOTTEE

WHEREAS, Shri/Smt. _____ S/o, W/o _____ resident of _____ on an application made to the Delhi Development Authority under the Delhi Development Authority (Management & Disposal of Housing Estates) Regulations, 1968 (hereinafter called the said Regulations) have been allotted a flat bearing No. _____ Block/Type/Pkt _____ situated in _____ under Self Financing Scheme/MIG/LIG/Janta Category (hereinafter called the flat).

AND WHEREAS under the said Regulations it is obligatory on his/her part to form and register an agency with Vice-Chairman, Delhi Development Authority for the management and administration of the common portions and services attached to the flats, execute the conveyance deed for the flat and joint lease deed for the land, the Hire Purchase Tenancy Agreement under the land appurtenant to the flat before the possession of the flat is handed over to him/her.

AND WHEREAS I, in my own interest, have applied to Delhi Development Authority for inclusion of my name in allocation/allotment of flat allotted to Sh./Smt. _____ before completion of the various formalities required to be performed by me under the said Regulations and execution and registration of the documents provided in the Regulations.

I _____ S/o, _____ W/o _____ R/o _____ hereby undertake that in the event of inclusion of my name in the allotment of the flat, I shall abide by all the terms and conditions that are set forth in the DDA (Management & Disposal of Housing Estate) Regulations 1968 including the documents containing therein or may be set forth in the Hire Purchase Tenancy Agreement, conveyance deed for flat and the joint lease deed for the land under and appurtenant to the flats by the Delhi Development Authority and shall sign and execute, the same with the Delhi Development Authority and get the same registered at my own cost and expense in the manner prescribed under the said Regulations within 90 days from the date of handing over the flat or such extended period as may be permitted by the Vice-Chairman of the Delhi Development Authority from time to time and that during the said period of 90 days or such extended period as may be permitted. I shall be responsible for looking the maintenance of common services attached to the flat allotted.

I further undertake that I shall constitute and become a member of the Registered Agency prescribed under the said Regulations and abide by the constitution a model form of which I have read and understood.

I also undertake not to make additions and alterations in the dwelling unit allotted to me without obtaining prior and written permission from the D.D.A. It will be open to DDA to cancel the allotment and resume the possession of the dwelling unit, if I fail to fulfill the undertaking given herein.

Signed by me _____ on _____ day
of _____ one thousand nine hundred and ninety _____.

Co-Allottee

In the presence of

Witness (1) _____

Witness (2) _____