

CHECK LIST FOR CONVERSION IN GPA CASES

1.	Attested copy of ALL General Power of Attorney, ALL Agreement to sell (If executed on/after 24-09-2001 is required to be registered from the concerned Sub-Registrar) along-with ALL Money Consideration Receipts.
2.	Undertaking (duly attested by Notary Public/Magistrate 1 st Class) as per Annexure-“M” to be submitted by the person in whose favour conversion is being sought
3.	Undertaking (duly attested by Notary Public/Magistrate 1 st Class) as per Annexure-“R” regarding payment of difference of conversion charges to be submitted by the person in whose favour conversion is being sought
4.	Affidavit (duly attested by Notary Public/Magistrate 1 st Class), as per Annexure-“N” to be sworn by the person in whose favour conversion is being sought
5.	Indemnity Bond (duly attested by Notary Public/Magistrate 1 st Class), as per Annexure-“O” to be executed by the GPA Holder
6.	Indemnity Bond (duly attested by Notary Public/Magistrate 1 st Class), as per Annexure-“OO” to be executed by the person in whose favour conversion is being sought i.e. Purchaser/Agreement to Sell Holder
7.	Proof of Physical Possession of the Property of person in whose favour conversion is being sought i.e. copy of House Tax Receipt/Voter Identity Card / Passport /Electricity/Water/MTNL Bill/ Pass Book of Nationalized Bank with photograph (duly attested).
8.	One passport size photograph & three specimen signatures (duly attested by Notary Public/Gazetted Officer) of the person in whose favour conversion is being sought (As per Annexure-‘P’)
9.	Copy of NOC/Redemption Deed (duly attested by Notary Public/Gazetted Officer), if property has been mortgaged
10.	Proof of Bldg. Construction/Completion viz. attested copy of Form-D/Occupancy Certificate
11.	<u>If, Form-D/Occupancy Certificate is not available, then the documents required is (i) Sanctioned Building Plan/Letter with issued date (ii) RV Assessment Orders/Self-Assessment with receipt of MCD (iii) Attested copy of supporting documents i.e. Electricity/Water/MTNL Bill, Ration Card OR Pass Book of Nationalized Bank of relevant period</u>
12.	Copy of Perpetual Lease Deed with its endorsement/Allotment Letter etc. (duly attested by Notary Public/Gazetted Officer)
13.	Details of payment of Ground Rent in Annexure-Q