

## Procedure For Transacting Property Related Matter

### → **Permission for transfer of property in favour of prospective transferee. (there is a prescribed tr. application form) – Link (Transfer Form)**

1. Transfer application form can be downloaded from the website of the authority ([www.yamunaexpresswayauthority.com](http://www.yamunaexpresswayauthority.com)) and can also be purchased from authorized banks @ Rs. 100/-
2. Original copy of agreement to lease
3. Indemnity bond of cancellation of agreement to lease (rs. 100/ stamp paper)
4. Copy of no dues certificate till date of transfer
5. Indemnity bond (rs. 100/- stamp paper)
6. Joint affidavit (rs. 20/- stamp paper) - joint affidavit of the proposed transferor(s) and transferee(s) taking all responsibilities regarding any dues
7. Processing fee of rs. 1000/- (rupees one thousand only) in the form of non –refundable /non adjustable in demand draft/ pay order drawn in favour of yamuna expressway industrial development authority.
8. Transfer charges @5% of the total cost of the plot shall be payable ) in the form of demand draft/ pay order drawn in favour of yamuna expressway industrial development authority.
9. **Download office order of transfer chages – link - <http://www.yamunaexpresswayauthority.com/ootfr311215>**

### → **Permission for transfer of property amongst blood relations i.e. amongst father, mother, son, daughter and also between husband and wife. (there is prescribed transfer application form) – Link (Transfer Form)**

1. Transfer application form can be downloaded from the website of the authority ([www.yamunaexpresswayauthority.com](http://www.yamunaexpresswayauthority.com)) and can also be purchased from authorized banks @ rs. 100/-
2. In the case of a transfer of allotment rights of plot in favour of father/mother/son/unmarried daughter / husband / wife no transfer charges shall be payable. However
3. Original copy of agreement to lease
4. Indemnity bond of cancellation of agreement to lease (rs. 100/ stamp paper)
5. Copy of no dues certificate till date of transfer
6. Affidavit by transferor and transferee duly attested by notary public.
7. Indemnity bond (rs. 100/- stamp paper)
8. Joint affidavit (rs. 20/- stamp paper) - joint affidavit of the proposed transferor(s) and transferee(s) taking all responsibilities regarding any dues.
9. Processing fee of rs. 1000/- (rupees one thousand only) non –refundable /non adjustable in demand draft/ pay order drawn in favour of yamuna expressway industrial development authority payable at noida/greater noida

### → **Permission for transfer of property on demise of the allottee to his legal heirs or to other beneficiary (s). (there is prescribed transfer application form) – Link (Mutation Form)**

1. Transfer application form can be downloaded from the website of the authority ([www.yamunaexpresswayauthority.com](http://www.yamunaexpresswayauthority.com)) and can also be purchased from authorized banks @ rs. 100/-
2. Original death certificate of the allottee
3. Indemnity bond (rs. 100/- stamp paper)
4. No objection affidavit (individual family member – rs. 10/- stamp paper)
5. Copy of identity proof of legal heir(s)

6. Copy of ration card
7. Certificate of family members of the deceased as issued by sdm/ tehsildar.
8. Processing fees rs.1000/- demand draft/pay order drawn in favour of yamuna expressway industrial development authority / payable at noida/greater noida.
9. News paper notification for no objection by anyone for mutation in favour of applicant in original.
10. Download Office Order

→ **Permission for Co-allotteeship – Link (Joint Name Form)**

1. Applicant has to inform in writing about co-applicant or download Performa from the website of the authority.
  2. Co- applicant form can be downloaded from the website of the authority or can be taken from the reception of the Authority.
  3. Affidavit of Rs. 10/- from allottee for permitting co-allottee duly attested by notary public.
  4. Affidavit of Rs. 10/- from proposed co-allottee duly attested by notary public.
  5. Photographs and signatures of both bonafide allottee and co-allottee certified by bankers.
  6. Allotment letter / possession letter / transfer memorandum / transfer deed/mutation letter as applicable (scanned copy) to be submitted
  7. No charges/processing fee is payable .
- Download officer order

→ **Permission to mortgage - Link (Mortgage Form)**

1. Applicant has to inform in writing about mortgage permission which can be downloaded from the website of the authority.
2. A letter from bank/institution that the grant of loan is under consideration.
3. No charges/processing fee is payable .
4. Copy of registered agreement to lease/lease deed.

→ **Issuing Duplicate Documents**

1. Applicant has to inform in writing about misplacement the original papers.
2. An affidavit on the prescribed proforma regarding loss of the documents.
3. Copy of fir (original)
4. Notification to be given in any one news paper e.g. times of India; Hindustan times; Dainik Jagran; Amar Ujala or Rashtriya. Allottee will be responsible to bear the charges for the notification. If public will no submit objection against the notification within 30 days then authority will issue duplicate papers.

Note : **In case of allotments in favour of companies/firms/societies/Trusts duplicate documents shall be provided to signatory having been authorized by the Board/Executive Committee/Managing Trust for obtaining the same.**

→ **Surrender of Plot/Flats**

**Application on plain paper can be submitted in the concerned office along with the following documents:-**

1. Applicant can be submitted all original documents (regarding allotment)
2. Copy of Surrender deed. (if executing lease deed or agreement to lease)
3. An Rs. 10/- Stamp paper affidavit on the prescribed proforma regarding of surrender.

→ **Issuing of No Dues Certificate against allotment.**

1. Applicant has to inform in writing about No Dues Certificate.
2. Provided all copy of deposited Challan with self attested.

→ **Apply One Time Payment**

1. Applicant has to inform in writing about one time payment.
2. Provided all copy of deposited Challan with self attested.

→ **Apply Change of Address – Link (Address Change form)**

1. Applicant has to inform in writing about Change of address or download Performa from the website of the authority.
2. Copy of address proof with self attested
3. If have loan property then need No Objection Certificate of Bank.

→ **Permission to Agreement to Lease – Link (Original Allottee)**

1. Applicant has to inform in writing about Agreement to lease or download Performa from the website of the authority.
2. Four passport size photograph attested by gazetted officer of bank .
3. Two signatures attested on plain paper attested by gazetted officer or bank.
4. Copy of no dues certificate till date.
5. Documentation Chagres fee Rs. 120/- to be submitted.
6. Affidavit for future dues of Rs. 10/- stamp paper.
7. No charges/processing fee is payable .
8. If have loan property then need No Objection Certificate of Bank.

→ **Permission to Agreement to Lease – Link (Transfer Allottee)**

1. Applicant has to inform in writing about Agreement to lease before 90 days from date of issuing a transfer letter or download Performa from the website of the authority.
2. Four passport size photograph attested by gazetted officer of bank .
3. Two signatures attested on plain paper attested by gazetted officer or bank.
4. Documentation Chagres fee Rs. 120/- to be submitted.
5. Copy of no dues certificate till date.
9. Affidavit for future dues of Rs. 10/- stamp paper.
6. No charges/processing fee is payable .
7. If have loan property then need No Objection Certificate of Bank.

→ **Permission to Lease Deed – Link (Lease Deed)**

1. Applicant has to inform in writing about lease deed or download Performa from the website of the authority.
2. Four passport size photograph attested by gazetted officer of bank .
3. Two signatures attested on plain paper attested by gazetted officer or bank.
4. Documentation Chagres fee Rs. 120/- to be submitted.
5. Copy of no dues certificate till date.
6. Affidavit for future dues of Rs. 10/- stamp paper.
7. 10% of Lease Rent.
8. Download office order of other chages.
9. If have loan property then need No Objection Certificate of Bank.
10. **Please Download of Link – Lease Formalities in hindi**