

ANNEXURE A

Application Form for Transfer of Property

Scanned copy of Annexure 'A' signed by both Transferor and Transferee and duly Notarized to be uploaded on CIDCO CFC portal

Name -----
Address -----

Date: -----

To,
The Assistant Estate Officer, CIDCO Ltd.
_____ Node.
Navi Mumbai.

Sir

Sub.: Grant of permission to transfer and assign the Leasehold rights

Appt. No./ Shop No/ Office No -----, Plot No -----
Sector ----- Node: -----, Navi Mumbai

1. I am the apartment/shop owner/Intending Lessee/Lessee of the above mentioned property. A copy of my Agreement to Lease/Deed of Apartment/Document indicating my right is enclosed.
2. I intend to transfer and assign my rights to Mr./ Mrs -----
-residing at -----
-- I request you to grant me requisite permission to transfer the above property.
3. I do not owe any dues to the Corporation and have paid all the charges including the annual lease rent, the water infrastructure development charges and the service charges to the Corporation. I am enclosing the photocopies of the relevant receipts.
4. I undertake to pay the requisite transfer charges determined by the Corporation within 15 days from receipt of the demand letter.
5. I have not sold/mortgaged/encumbered or assigned or transferred by any means wholly or partly the said premises.
6. I hereby declare that the transferee has unconditionally agreed to abide with the terms and conditions of Lease granted by the Corporation. I also undertake that after grant of permission to transfer by the Corporation, the transferee shall also abide with the condition of lease including the condition not to sell, assign, mortgage or otherwise transfer wholly or partly the said premises without previous permission of the Corporation.
7. I say that I have not altered the use of the said land/premises and have not carried out any unauthorized construction on the said land/premises.
8. I hereby solemnly declare that I have not violated at any time any of the terms or conditions of the original Agreement and the same is being used as per stipulation.

9. With a view to safeguard the interest of the Corporation against any contingent claim by any third persons in respect of the said land/ premises, I hereby solemnly declare as follows:
- a) In consideration of the transfer of the said premises and in pursuance of the said Corporation having agreed to transfer the said premises in the name of the said purchaser, I/my heirs, executors, administrators shall at all time hereinafter remain liable for and shall fully and effectually indemnify and keep indemnified the said Corporation, its successors and assignees against all losses and damages, costs, and expenses, claims, penalties or any other action whatsoever which may be put to or may be incurred or suffered including the costs of litigation, if any, by reason of the transfer of the said premises in the name of said purchaser by the said Corporation.
 - b) I hereby further state that in case of any order passed for payment of any amount by the Corporation in respect of the transfer of the land/premises in favour of the purchaser, I shall make good the said amount/ loss that may be sustained by the said Corporation.
 - c) I, my legal heirs/successors do, hereby indemnify the Corporation in respect of any costs incurred by the Corporation for restoration of the land/premises to its original permitted state due to the unauthorized change of user/unauthorized construction, if any, carried out on the said land/premises.
10. I undertake to execute Deed of Conveyance in favour of Transferee within a period of 3 months from the date of permission and accordingly I will furnish the certified copy of Conveyance Deed within seven days after such registration.

Photograph of
Transferor

(Seller)

Photograph of
Transferor

(Seller)

Thanking you,

Yours faithfully,

Mr./ Mrs. _____

Mr./ Mrs. _____
(Transferor)/ Seller

BEFORE ME
Notary
Register No.

Place : -----

Date: -----

Photograph of
Transferee

(Purchaser)

Mr./Mrs. _____

Photograph of
Transferee

(Purchaser)

Mr./Mrs. _____