

OMKAR CHS, SECTOR 22, KOPARKHAIRNE

REQUIREMENT OF LEASE DEED DOCUMENTS

Example: if Five owners purchased one flat in the society

Owner	SR. NO.	Documents required from owner	Tick Mark	Remarks
Present Owner	Name:			
	1	1. Index II paper (if purchases after year 2005) OR Stamp duty paid receipt if purchased before the year 2005		
	2	2. Sale deed agreement		
	3	3. CIDCO Final Transfer Order.		
	4	4. Nomination form in triplicate (if not submitted)		
	5	5. PAN card self attested Copy		
	6	6. Aadhar Card self attested Copy		
	7	7. Two photos		
Fourth Owner	Name:			
	8	1. Index II paper (if purchases after 2005)		
	9	2. Stamp Duty Paid Paper (if purchased before 2005)		
	10	3. Sale deed agreement		
	11	4. Final CIDCO final transfer order		
Third Owner	Name:			
	12	1. Index II (if purchases after 2005)		
	13	2. Stamp Duty Paid Paper (if purchased before 2005)		
	14	3. Sale Deed agreement of saler to buyer		
	15	4. Final CIDCO final transfer order		
Second Owner	Name:			
	16	1. Index II (if purchases after 2005)		
	14	2. Stamp Duty Paid Paper (if purchased before 2005)		
	15	3. Sale Deed agreement of saler to buyer		
	16	4. Final CIDCO final transfer order		
First Owner (CIDCO & First owner)	Name:			
	17	1. Stamp Duty Paid Paper (if purchased before year 2005)		
	18	3. Sale Deed agreement of saler to buyer		
	19	4. Final CIDCO final transfer order		

Notes:

- 1) Submit all above documents as per given sequence in the office as early as possible.
- 2) First, Check the documents from the office.
- 3) Secondly, You must submit remaining documents in the office.
- 4) Submit all complete documents in the office within fifteen days.