

INCLUSION OF NAME AS CO-ALLOTTEE OTHER THAN SPOUSE IN ALLOCATION/ALLOTMENT/FLAT

Following documents are required to be submitted (formats given inside):—

1. Indemnity Bond from allottee & co-allottee on Rs. ~~100~~ non-Judicial stamp paper duly ~~Registered~~ with the Sub-Registrar. *Attested*
2. Affidavit from allottee on Rs ~~2/-~~ non Judicial Stamp paper duly attested by Notary Public or 1st class Magistrate.
3. Affidavit from co-allottee on Rs ~~2/-~~ non Judicial Stamp paper duly attested by Notary Public or 1st class Magistrate.
4. Undertaking from co-allottee on Rs ~~2/-~~ non Judicial Stamp paper duly attested by Notary Public or 1st class Magistrate.
5. No Objection Certificate from the employer in case House Building Advance has been raised.
6. Documentary evidence of relationship i.e., attested photo copy of :
 - i. School leaving certificate and
 - ii. Ration card or *Electoral Card*
 - iii. Passport etc.
7. Copy of ~~Draft~~ Gift Deed in case conveyance deed has been executed. *by the RGA.*
8. Photograph & three Specimen signature of both duly attested. *from a gazetted officer 1st class Magistrate*
Moghtale (1)

FOR OFFICE USE ONLY

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INDEMNITY BOND

This indemnity bond is made on thisday of
..... 199..... by Sh./Smt./Miss.....
s/o,w/o,d/o Sh.....r/o.....
.....(hereinafter called the allottee) and
Sh./Smt.....s/o,w/o Sh.....
R/O.....(hereinafter called the co-allottee)
in favour of Delhi Development Authority, a body corporate con-
stituted under section 3 of the Delhi Development Act. 1957 (No.
61 of 1957) hereinafter called 'the Authority').

Whereas Sh./Smt./Miss.....s/o,w/o,d/o
Sh.....(hereinafter the allottee)
has been allotted a flat bearing No.....Block.....
Pocket.....in.....Resdl. Scheme
under SFS/MIG/LIG/Janta category (hereinafter called 'the flat') on
Hire Purchase basis/cash down basis by the Authority vide allotment
letter No.....dated.....

And whereas the allottee and the co-allottee have requested
the Authority to add the name of Sh./Smt./Miss.....
.....s/o,w/o,d/o Sh.....
residence of.....as co-hirer/
co-allottee having half unspecified share in the said flat and who is
related by blood as a member of the family of the allottee being
his/ her.....

And whereas the Authority on the faith of the representations
made by the allottee and the co-allottee has agreed to and the name
of Sh./Smt./Miss.....s/o,w/o,d/o
Sh.....as co-allottee of half unspecified
share in the said flat on the condition that the Authority be indemnified
by the hirer/allottee and the co-hirer/co-allottee against any loss or
damage that may be sustained by the Authority or claim or
proceedings, that may be fled against the Authority for addition of
the name of Sh./Smt./Miss.....s/o,w/o,d/c
Shri.....as co-allottee of the said flat.

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Therefore, in consideration of the aforesaid agreement the hirer/allottee hereby undertakes to indemnify the Authority against any loss or damage that may be sustained by the Authority or any addition of name of Sh./Smt./Miss..... as co-allottee.
s/o, w/o, d/o Shri.....

In witness whereof this bond has been signed and delivered by the co-allottee on the date first mentioned hereinabove.

ALLOTTEE
CO-ALLOTTEE

Witnesses :—

Signature	Name	Occupation	Address
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1.

AD (Cashier) H
[Signature]

2.

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or
or
of
/o
at.

AFFIDAVIT FROM ALLOTTEE

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

1. That I..... S/o, W/o, D/o
Sh..... have been allotted flat
bearing No..... Block..... Pocket..... Resdl.
Scheme under S.F.S./M.I.G./L.I.G./JANTA category on
Hire purchase/Cash Down basis by the Delhi Development
Authority vide letter No..... dated.....
2. That I intend to add the name of Sh./Smt./Miss.....
..... s/o, w/o, d/o Sh.....
resident..... as co-allottee in
the allotment of the said flat who is my..... and
is related to me by blood or a member of my family. He/
She also falls under the MIG/LIG/Janta.
3. That neither I nor my wife/husband or dependent children
or dependent relation own any residential plot/flat house
in the Union Territory of Delhi other than the flat proposed
to be transferred.
4. That neither I nor my wife/husband or dependent children
or dependent relation is registered with D.D.A. under that
scheme or 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./Miss..... S/o, W/o, D/o
Sh..... as co-allottee in the
allotment of this flat No..... Block..... Pocket.....
in..... Resdl. Scheme. I, my wife/husband
minor children and dependent relations will not purchase
any residential plot/flat from any Co-operative House
Building Society or Land Holding Department and DDA in
Delhi/New Delhi/Delhi Cantt. in future.

(4)

A → (Carla) ✓
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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....

AD (C.A.)
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DEPONENT

AFFIDAVIT FROM CO-ALLOTTEE

I, Sh./Smt./Miss.....s/o,w/o,d/o
Sh.....aged.....years, resident
of.....do hereby solemnly affirm
and declare as under :—

1. That Sh./Smt./Miss.....s/o,w/o,d/o
Sh.....r/o.....
has been allotted flat bearing No.....Block No.....
Pkt.....in.....Resdl. Scheme
under SFS/MIG/LIG/Janta category.
2. That the said Sh./Smt./Miss.....is my
.....and is a member of my family.
3. That, I come within the SFS/MIG/LIG/Janta category.
4. That, Sh./Smt./Miss.....want to
include my name as co-allottee/co-hirer in the allotment of
the said flat.
5. That I have no objection if my name is added as co-allottee/
co-hirer in the allotment of the said flat. I will abide by the
terms and conditions which were applicable to the said Sh./
Smt./Miss.....
6. That neither I nor my wife/husband or dependent children
or dependent relation own any residential plot/house/flat
in the Union Territory of Delhi.
7. That during the last Ten Years, I my wife/husband/minor
children and dependent relations have not transferred any
residential plot/flat or house to any member of my family
or to another person nor I have transferred my membership
in any co-operative House Building Society or a Group
Housing Society in Delhi in favour of any member or my
family or any other person.
8. That, I am a citizen of India.

DEPONENT

(6)

AD (C) 11
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VERIFICATION :

I, the above named deponent, do hereby, verify that the contents of paras 1 to 8 of my above affidavit are correct and believed by me to be true and nothing material has been concealed therefrom.

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

DEPONENT

AD / Cards / H
[Signature]

UNDERTAKING

1. This undertaking is executed on this.....day
of.....199.....by Sh./Smt.....
son/wife/daughter of sh.....
r/o.....(hereinafter
called 'the Authority'). The expression 'the transferee' shall unless
the context requires a different or another meaning include his heirs,
legal representatives, successors, administrators and permitted
assigns. The expression 'the Authority' shall, unless the context
requires a different or another meaning, include its successors
and assigns.

2. Whereas Shri/Smt.....son/wife/
daughter of Sh.....r/o.....
(hereinafter called 'the allottee') on application made by the
Authority under the Delhi Development Authority (Management and
Disposal of Housing Estates) Regulations, 1968 (hereinafter called
'the Regulation') had been allotted a flat bearing No.....
Block No.....Pocket No.....on.....Floor
situated at Delhi/NewDelhi (hereinafter called 'the flat') on hire
purchase basis/cash down basis in SFS/ MIG.LIG/Janta category.

3. And whereas under Regulation 38 of the Regulation it was
obligatory on the part of allottee to have formed & registered an
Agency with the vice-Chairman of the Authority for the management
& administration of the common portions and common services
attached to the flats to execute the Hire Purchase Tenancy
Agreement/conveyance deed in respect of the flat and joint lease
deed for the land under the appurtenant to the flat.

4. And whereas I, in my own interest, have applied to Delhi
Development Authority for the inclusion of name as co-allottee
the said allotment of flat allotted to Sh./Smt./Miss.....
before the completion of various formalities required to be
performed by me under the said regulations and execution and
registration of the documents provided in the said regulations.

5. I,.....son/wife/daughter
Shri.....r/o.....

(8)

AD (Contd.) 11
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In the event of the inclusion of name as co-allottee in the said allotment of flat allotted to Sh./Smt./Miss..... shall abide by all the terms and conditions that are set forth in the DDA (Management & Disposal of Housing Estate) Regulation, 1968 including the documents containing therein or may be set forth in the hire Purchase tenancy agreement/Conveyance Deed for the flat and the joint lease deed for the land under the appurtenant to the flats by the Delhi Development Authority and shall sign and execute the same with the Delhi Development Authority and the same registered at my own cost and expenses in the manner prescribed under the said regulations within 90 days from the date of transfer of 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 of such extended period as may be permitted I shall be responsible for looking after the maintenance of the common services attached to the said flat.

6. I further undertake that I shall constitute and become a member of the registered agency prescribed under Regulation, 38 of the said Regulations and abide by the constitution, a Model form of which I have read and understood.

7. I also undertake not to make any additions and alteration in the dwelling unit allotted and transferred to me without obtaining prior permission in writing from the DDA. It will be open to the DDA to cancel the allotment and to resume the possession of the dwelling unit if I fail to fulfil the undertaking given herein.

Signed by me at Delhi/New Delhi on.....


Co-allottee

Witnesses :-

Signature	Name	Occupation	Address
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1.

2.

A. D. (G. S.) # (9)


GIFT DEED

(In case the Conveyance Deed has been executed)

Market value of the
property Rs.....
Stamp Duty :
Transfer Duty :

This deed of gift is executed at New Delhi on the day
of..... 199..... by Sh./Smt./Kum.....
S/o/W/o/D/o..... R/o.....
.....
(hereinafter called 'The Donor') of one part and Sh./Smt.....
S/o/W/o/H/o/D/o..... Resident of.....
.....
(hereinafter called 'The Donor') of one other part.

2. WHEREAS the donor is allottee of the property described
in the Schedule hereto having purchased the same from Delhi
Development Authority, New Delhi for a sum of Rs.....
vide Deed of Conveyance dated..... registered as Document
No..... in Additional Book No.....
Vol. No..... at page..... in the office of the
Sub-Registrar, New Delhi on.....

3. AND WHEREAS the donor out of love and affection for his/
her....., donee, is desirous of making a gift of
the said property to the donee.

4. NOW THIS DEED WITNESSETH AS FOLLOWS :—

1) That in consideration of the natural love and affection of
the donee for the donee, the donor hereby transfers to the donee
free from all encumbrances ALL the property described in the
schedule hereto TO HOLD the same unto the donee absolute
for ever.

2) Market value of the property hereby gifted is Rs.....

3) The donee hereby accepts the said transfer.

A. D. C. (C-10-11)
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THIS SCHEDULE ABOVE REFERRED TO

All that floor, that bearing No.....
Block No..... Pocket No..... in DDA Housing Estate
at..... New Delhi with all rights and
easements appurtenant thereto.

IN WITNESS WHEREOF, the parties hereto have hereunto
set their hands on the day and year first above mentioned.

Signature of the Donor

Signature of the Donee

Witnesses :

	Signature	Name	Occupation	Address
1.				
2.				

* This specimen of Gift Deed may be used with such
amendment as may be necessary depending on the nature and
circumstances of the Gift.

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FOR OFFICE USE ONLY

Dwelling units on DDA Plots by
Private individuals 2.50 lakh

Dwelling units in JJ
Resettlements colonies 2.40 lakh

Flats constructed by DDA 2.44 lakh

Dwelling Units Constructed on plots allotted
to Co-operative Societies & Co-operative Group
Housing Societies 1.90 lakh

Dwelling Units through Rohini 0.85 lakh



For OFFICE USE ONLY

GUIDELINES FOR

**INCLUSION OF NAME AS CO-ALLOTTEE
OTHER THAN SPOUSE IN
ALLOCATION/ALLOTMENT/FLAT.**

HOUSING DEPARTMENT

DELHI DEVELOPMENT AUTHORITY