

Checklist of Documents for FCFS Phase-IV

1. Affidavit (duly attested) certifying citizenship, age of majority, etc. as per **Annexure 'C'** given below (by allottee and co-allottee, if any).
2. Undertaking (duly attested) declaring to not make any addition/alterations in dwelling unit subject to principles of amalgamation of two adjacent flats as per **Annexure 'E'** given below and to constitute RWA (by allottee and co-allottee, if any).
3. Identity proof e.g. Self-attested copy of Passport, Aadhaar card, Government identity card, Election card, Driving license, Ration Card with photo. **(Any One)**
4. Address proof e.g. Self-attested copy of Passport, Aadhaar Card, Government identity card, Election card, Ration Card, Driving license, Telephone bill, Electricity Bill, Water bill, House tax receipt etc of same address as given in application form, Bank Passbook (Page carrying Name and Address). **(Any One)**.
5. Self-attested copy of PAN Card for allottee (Co-allottee, if any) and spouse (if any).
6. Copy of Loan Sanction Letter duly attested by bank manager (if any).
7. Copy of bank statement mentioning the name and account number from which margin money (apart from loan) has been deposited to DDA. **(if any)**.
8. **In case of EWS category, Income certificate of family to be submitted.**
9. In addition to above, persons applying under reserved PwD (Persons with Disability) category have to submit an attested copy of the original certificate issued by the Medical Board or a Govt. Hospital in case the applicant is applying under the reserved category of Persons with Disability. A self-attested copy of guardianship certificate issued by the competent authority, wherever applicable, be attached.
10. Copy of TDS Certificate (if applicable).

[Note: Annexure-'D' (Affidavit from spouse) and Annexure 'F' (Photo and signature) as per proforma given in brochure **are not required** for FCFS Phase IV.]

E-Stamp Certificate No: _____

AFFIDAVIT

(NOTE: This affidavit should be on a non-judicial stamp paper/e-stamp paper of Rs. 10/- and shall be attested by Magistrate/Sub-Judge/Notary Public and an extra stamp worth Rs. 5/- should be affixed thereon.)

Affidavit of Sh. /Smt. _____ s/o/d/o/w/o Shri _____ r/o _____ solemnly affirm and state as under:

1. I am a citizen of India.
2. I have attained the age of majority at the time of applying under DDA Online Running Scheme 2023 on First Come First Serve (FCFS) Basis Phase IV. My Date of Birth is _____
3. That the joint applicant under the Scheme is my _____ (relationship), as per provision of Clause 2(xi) of the Scheme Brochure.
4. I have not sold, transferred, assigned or parted with the possession of the whole or any part of the residence at No. _____ allotted to me against my Application No. _____. That I have not executed any Sale Agreement, Power of Attorney or Agreement to Sale in favor of anybody.
5. That, I, _____ S/o D/o W/o Shri _____ r/o _____ applied for allotment of EWS/Janta /LIG/MIG/HIG flats under DDA Housing Scheme – vide Application No. _____ and that I have been allotted a flat No. _____, Pkt. _____ Sec. _____, Locality _____ vide allotment letter No. _____ dated _____. That I am entitled for possession of the flat.
6. That Sh./Smt. _____ s/od/o Shri _____ is my legally wedded wife/husband.
7. I have read, understood and before filling the Application Form I have accepted all the terms and conditions of the Ciruclar/ Brochure of DDA Online Running Scheme 2023 on First Come First Serve (FCFS) Basis Phase IV.

DEPONENT

VERIFICATION:

I, _____, do hereby verify that the facts mentioned in Paras 1 to 7 above are correct to the best of my knowledge and belief and nothing is false therein and nothing material has been concealed.

DEPONENT

Place

Date

E-Stamp Certificate No:_____

UNDERTAKING

(NOTE: This undertaking should be on a non-judicial stamp paper/e-stamp paper of Rs. 10/- shall be attested by Magistrate/Sub-Judge/Notary Public and an extra stamp worth Rs. 5/- should be affixed thereon.)

WHEREAS, I, _____ S/o/D/o/W/o Shri _____
R/o _____ on an application made to the Delhi Development Authority under the Delhi Development Authority (Management & Disposal of Housing Estates) Regulations, 1968 (hereinafter called the said Regulation) have been allotted a _____ (hereinafter called the flat).

AND WHEREAS under the said Regulation, it is obligatory on my part to form a registered agency with the Vice-Chairman, DDA for the management and administration of the common portions and common services attached to the flats, execute the conveyance deed for the flat and joint lease deed for the land, under the appurtenant to the flats before the possession of the flat is handed over to me.

AND WHEREAS I in my own interest have applied to Delhi Development Authority for the possession of the flat allotted for immediate occupation, before the completion of the various formalities required to be performed by me under the said regulations and execution and Application of the documents provided in the Regulations.

I, _____ S/o/D/o/W/o Shri _____

R/o _____ on an application made to the Delhi Possession of the flat allotted being given to me earlier, I shall abide by all the terms and conditions that are set forth in the DDA (Management and Disposal of Housing Estates) Regulations, 1968, including the documents containing therein, or may be set forth in the 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 get the same registered at my own cost and expenses in the manner prescribed under the said Regulations within 90 days from the date of handing over the possession of the flat or such extended period as may be permitted by the Vice Chairman of 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 service attached to the flat allotted.

I, further undertake that we shall constitute and become, a member of the Registered Agency prescribed under the said Regulation and abide by the constitution, a model form of which I have read and understood.

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

I also understand that if I/we buy two adjacent flats in offer in the scheme of FCFS Phase IV or buy a flat which is adjacent to a flat which is already owned from an earlier scheme or I/we purchase a flat which is in adjacent to another flat which is purchased by or owned by my immediate family members, I/we have the liberty of amalgamating these two flats by opening a common door through the common wall between them subject to necessary structural approvals.

Signed by me _____ on _____ day of _____ Two Thousand Nineteen.

In the presence of witnesses:-

- 1.
- 2.

ALLOTTEE