

Check list & Due diligence

Topics	Check list
Title search report / certificate	<ul style="list-style-type: none"> • Lawyer's report or certification • Chain of past owner to present owner
1. Property card / VII-XII, VI-XII extracts / KGPatrak 2. Agreement for Sale/Transfer &/OR Sale Deed 3. Leave & License Or Lease agreement 4. Stamp duty & registration (Items 1,2,3&4 of 1st owner to recent owner)	1. Name of the Owner/s 2. Name of the Co-owner/s 3. Name of the Old/Past & New/Present holder/s 4. Mutations / Encumbrances / Other right or claim 5. Tenant/s 6. Builder / Developer (Approved plan, I.O.D, C.C, O.C, etc) 7. Government / Municipal authority claim (Property taxes/Municipal dues, Stamp duty & Registration) 8. Any development restrictions from the statutory authorities (D.P.remarks if any)
Agricultural/Residential /Industrial/Commercial zone	N.A. / Collector permission
<ul style="list-style-type: none"> • Architectural plan • Floor & layout plan of the site / building 	<ul style="list-style-type: none"> • Approved plan by municipal authorities in the form of Initiation of Disapproval (IOD), Commencement Certificate (CC), Partial Occupation if any, Certificate to Occupy (OC) & any other needed. • Builder/Architect's plan / pamphlet • According to new Real Estate Regulation Bill (all information on the project website)
Valuation of the property	Done by civil engineer/architect (government approved valuer)
F.S.I. (F.A.R.) / T.D.R. available	<ul style="list-style-type: none"> · Plot Area statement by architect · T.D.R. certificate by competent authorities like BMC
Society's permission (N.O.C.)	1. Copy of Occupation Certificate 2. Set of society (transfer) forms no.16&17, 18&19,20,22&23,24,26,27& ULCA(optional),others. 3.Maintenance bill & receipts 4.Share certificates 5.Letter of the society if structural changes done (with civil engineer's letter) 6.Parking permission 7.Others
Utility bills	<ul style="list-style-type: none"> · Electric · MGL (cooking gas) · Telephone / Internet · Cable / Other connection · Pest control

Mortgages	1. Bank / F.Is loan a/c no. & statements 2. Any other mortgages
Insurance of the property	Insurance company & number
Municipal taxes & deposits	Municipal property assessment bill/receipt
Note: These are just guidelines to check the authenticity and not the ultimate conditions as each property is different with their respective set of requirements and legalities.	