



Check list & Due diligence

Topics / Lists	Verification
<ul style="list-style-type: none"> Property card / VII-XII, VI-XII extracts / KG Patrak Agreement for Sale/Transfer &/OR Sale Deed Possession letter from builder to owner Lease agreement in long lease properties (CIDCO land, Old Mumbai Bldg, others) Leave & License Or Lease agreement 	<ul style="list-style-type: none"> Identification of the Owner/s &/Or Co-owner/s Identification of the Old/Past to New/Present holder Mutations / Encumbrances / Other right or claim Identification of land owner, developer, builder Identification of the Tenant/s &/Or Sub-tenants Property site address
Stamp duty & registration	<ul style="list-style-type: none"> Identification of the Owner/s &/Or Co-owner/s Identification of the buyer / present Owner
Title search report / certificate	<ul style="list-style-type: none"> Chain of past owner to present owner up to 15 yrs Lawyer's report or certification on property
<ul style="list-style-type: none"> Builder/Architect's plan / pamphlet Plot Area statement by architect T.D.R. certificate Approved plan/ IOD / C.C / O.C 	<ul style="list-style-type: none"> Floor & layout plan of the site / building F.S.I. (F.A.R.) / T.D.R. available Approval / Permission of authorities (like Municipal Corp, Sate boards)
N.A. / Collector permission	Residential / Commercial / Agricultural / Industrial zone
Valuation of the property Done by civil engineer/architect (government approved valuer)	Property 's worth in terms of asset, income generating potential, collateral security for bank's/FI's loan
<ul style="list-style-type: none"> Share certificates Society maintenance bill / receipt Society's permission (N.O.C.) 	<ul style="list-style-type: none"> Society registration Name of the owner &/Or co-owner/s No dues in maintenance, other society dues Society's permission for transfer / conveyance Area of the property

<p>Utility bills</p> <ul style="list-style-type: none"> • Electric • Water bill • MGL (cooking gas) • Telephone / Internet • Cable / Other connection • Pest control 	<ul style="list-style-type: none"> • Electricity consumption & any dues • Water consumption & any dues • Cooking gas consumption & any dues • Connectivity consumption & any dues • Entertainment / information consumption & any dues • Pesticide control & any dues
<p>Bank / F.Is loan a/c no. & statements</p>	<p>Mortgages</p>
<p>Insurance company & number</p>	<p>Insurance of the property</p>
<p>Municipal property assessment bill/receipt</p>	<p>Municipal taxes & deposits</p>