

**DOCUMENTS REQUIRED IN CASE OF REQUEST FOR ISSUE OF
NOC FOR TRANSFER OF DWELLING UNIT BY SALE**

The following documents are required to be submitted by the applicants in case of transfer of dwelling unit by sale:

- 1) Joint application by Transferor and Transferee, as per format at Annexure F-1.
- 2) Affidavit by Transferor on non-judicial stamp paper of Rs. 50/- duly notarized, as per format at Annexure F-2.
- 3) Affidavit by Transferee on non-judicial stamp paper of Rs. 50/- duly notarized, as per format at Annexure F-3.
- 4) Undertaking by Transferee on non-judicial stamp paper of Rs. 100/- duly notarized, as per format at Annexure F-4.
- 5) Specimen signatures of Transferee, duly attested by Bank Manager, as per format at Annexure F-5.
- 6) No Dues Certificate from the Residents Welfare Association/Society maintaining the colony, in the format as per Annexure F-6
- 7) Four Photographs of Transferee, duly attested by Bank Manager/Gazetted Officer/Notary Public.
- 8) Copy of duly executed and registered Conveyance Deed/Sale Deed.
- 9) Documentary evidence of Transferee being a member of IRWO (Primary Membership No.....), if applicable.
- 10) Demand Draft for Rs. 10,000 (Rs 5000/- each from the Transferor and Transferee) payable to IRWO at New Delhi.