

Documents Required for Khata Services

Khata Transfer

Sl. No	Scenario	Documents Required
1	Through Sale deed	i. Sale deed ii. Tax paid receipt (for current year) iii. Encumbrance certificate (Form – 15) from date of sale deed to the current date
2	Through Inheritance (Will)	i. Previous title deed or possession certificate in case of allotment by a Govt. agency ii. Tax paid receipt (for current year) iii. Will iv. Original death certificate of the Khathadar v. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date vi. Notarized family tree and NOC from family members (In case of unregistered will)
3	Through Inheritance (No Will)	i. Previous title deed or possession certificate in case of allotment by a Govt. agency ii. Tax paid receipt (for current year) iii. Partition deed iv. Original death certificate of the Khathadar v. Notarized family tree and NOC from family members vi. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date
4	Through Gift	i. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency ii. Gift deed iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date
5	Through a Court Decree	i. Court decree ii. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date
6	Through Partition/Release deed	i. Partition/Release deed ii. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date

1. If the applicant has selected “Organization”, then following documents will be mandatory

- Certificate of Registration
- Authorized Signatory Letter

2. In case apartment, if the applicant has selected “Yes” for “Is occupancy certificate issued?”, the following document will be mandatory

- Occupancy certificate

3. If the applicant has selected “Yes” for “Whether seller has the Khata in his name?” the following document will be mandatory

- Existing Khata certificate

Khata Registration

Sl. No	Scenario	Documents Required
1	Revenue Pocket	i. Previous title deed ii. Current title deed iii. Order of land conversion & Conversion sketch iv. RTC (current) v. Encumbrance certificate (Form – 15) (Up to the month of application) vi. Self-attested sketch showing location and measurement of the property
2	Gramathana	i. Previous title deed/Title deed ii. House listing document/Form 9 issued by previous authority (Local authority) iii. Encumbrance certificate (Form – 15) (Up to the month of application) iv. Survey sketch provided by Tahsildar/Survey Department v. Self-attested sketch showing location and measurement of the property vi. Tax paid receipt (From previous authority)(optional)
3	BDA/KHB/Other Govt Development Authority Allotted	i. Allotment letter ii. Possession certificate issued by Govt authority iii. Lease cum sale deed/Sale deed iv. Encumbrance certificate (Form – 15) (Up to the month of application)
4	BDA Approved Layout	i. Previous title deed ii. Current title deed iii. Approved layout plan iv. Release order from BDA v. Encumbrance certificate (Form – 15) (Up to the month of application) vi. Self-attested sketch showing location and measurement of the property
5	BDA Reconveyed Area	i. Title deed/Reconveyed sale deed ii. Encumbrance certificate (Form – 15) (Up to the month of application) iii. Self-attested sketch showing location and measurement of the property iv. Improvement charges paid receipt (Optional)

1. If the applicant has selected “Organization”, then following documents will be mandatory

- Certificate of Registration
- Authorized Signatory Letter

Khata Bifurcation

Sl. No	Scenario	Documents Required
1	Through Sale deed	i. Sale deed ii. Tax paid receipt (for current year) iii. Encumbrance certificate (Form – 15) from date of sale deed to the current date iv. Self-attested sketch copy showing overall and bifurcation area details
2	Through Inheritance (Will)	i. Previous title deed or possession certificate in case of allotment by a Govt. agency ii. Tax paid receipt (for current year) iii. Will iv. Original death certificate of the Khathadar v. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date vi. Notarized family tree and NOC from family members vii. Self-attested sketch copy showing overall and bifurcation area details
3	Through Gift	i. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency ii. Gift deed iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date v. Self-attested sketch copy showing overall and bifurcation area details
4	Through a Court Decree	i. Court decree ii. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date v. Self-attested sketch copy showing overall and bifurcates area details
5	Through Partition/Release deed	i. Partition/Release deed ii. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of previous sale deed or possession certificate to the current date v. Self-attested sketch copy showing overall and bifurcated area details

1. If the applicant has selected “Organization”, then following documents will be mandatory
 - Certificate of Registration
 - Authorized Signatory Letter

2. If the Khata no is selected, following document will be mandatory
 - Improvement Charges Receipt

Khata Amalgamation

Sl. No	Scenario	Documents Required
1	Through Sale deed	i. Sale deed ii. Tax paid receipt (for current year) iii. Encumbrance certificate (Form – 15) from date of sale deed to the current date iv. Self-attested sketch showing amalgamated properties with measurements
2	Through Amalgamation deed	i. Previous title deeds ii. Amalgamation deed iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form – 15) from date of sale deed to the current date v. Self-attested sketch showing amalgamated properties with measurements
3	Through Amalgamation (in case of BDA allotted)	i. Lease cum sale deeds/sale deeds ii. Amalgamation deed iii. Tax paid receipts (for current year) iv. Encumbrance certificate (Form – 15) from date of sale deed to the current date v. NOC from BDA if property is a vacant land vi. Self-attested sketch showing amalgamated properties with measurements

1. If the applicant has selected “Organization”, then following documents will be mandatory
 - Certificate of Registration
 - Authorized Signatory Letter
2. If the Khata no is selected, following document will be mandatory
 - Improvement Charges Receipt