

EXECUTION OF LEASE DEED

CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED BEFORE SUBMISSION (In Original) AT COUNTER FOR EXECUTION OF LEASE DEED

S.No.	Documents/Contents
1.	Application for execution of the Lease Deed- Annexure-1
2.	Copy of Lease Deed duly typed in triplicate (affixed with latest photographs of executants) in original duly affixed with Stamp Duty deposited in consultation with the office of the Sub Registrar, Chandigarh, as per Collector Rate.
3.	Self-attested Photo identity Proof i.e. Aadhar Card/ Passport/Voter ID Card/Pan Card of Applicant(s)/Lessee(s)
4.	Self attested photo identity proof of both the witnesses of Lease Deed.
5.	In case Lease Deed is executed through GPA/ SPA/Sub-GPA:- a) Attach certified copy of GPA/SPA/Sub-GPA. b) Affidavit of GPA holder- Annexure-11
6.	In case of Partnership Firm:- a) Attested copy of Partnership Deed/s with chain of partners. b) Authorization letter in favour of Authorized Signatory/Partner - Annexure-12.
7.	In case of Limited Company/Private Limited Company:- a) Copy of Memorandum of Articles of Association, b) Copy of resolution in favour of Authorized Signatory/Director - Annexure-13. c) Affidavit to the effect that the property shall be used for the purpose for which it has been allotted – Annexure 16 d) Copy of incorporation certificate, Form No. 32 e) Copy of PAN and TAN Card of the company duly attested by Notary Public
8.	Self attested copy of NDC, if not available in the software.

To

The Estate Officer,
U.T., Chandigarh.

Subject:- Execution of Lease Deed in respect of property bearing
no._____, Sector-_____(____% share), Chandigarh.

Sir/Madam,

That the undersigned applicant being a lessee/allottee to
the extent of _____% share of the above said property has
requested for the execution of lease deed in respect of property
bearing no._____, Sector-_____, Chandigarh.

It is submitted that NDC in respect of above said property
was issued to me vide your office memo no._____ dated_____.

A copy of the three sets of lease deed on non-judicial
stamp papers worth Rs._____/ - is enclosed herewith for
execution.

Further, it is certified that the above said property is not
resumed on any account and is free from all sort of encumbrances
i.e. dispute, litigation, attachments, lien or mortgage etc.

Kindly issue me the executed original copy of two sets of
lease deed, so that the same could got registered before the Sub-
Registrar, U.T., Chandigarh.

Thanking You,

Dated-_____

Yours Faithfully,

(Signature)

Name & Address

AFFIDAVIT

(On stamp paper worth Rs. 15/- and duly attested by Notary)

I/We, _____, s/o S/Sh. _____ r/o _____, Sector ____, Chandigarh, do hereby affirm and declare as under :-

1. That I/We are GPA/SPA of S/Sh. _____ S/o _____ in respect of _____% share of _____, Sector _____, Chandigarh and the said GPA was duly executed/Registered at Sr. No. _____ dated _____.
2. That the executants(s) of the GPA/SPA is/are still alive and the GPA/SPA executed by him/her/them has not been revoked/cancelled till date and it is still valid and operative.
3. That there is no under hand sale involved **between** the lessee(s)/owner(s)/executants(s) of GPA/SPA and the GPA/SPA holder(s)/deponent(s). The GPA/SPA has not been executed to circumvent the provisions of Indian Stamp Act 1899.

DEPONENT

VERIFICATION :

It is certified that the information provided is true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT

(On the letter head of firm)

TO WHOMSOEVER IT MAY CONCERN

I/We hereby authorise Sh/Smt. _____ S/D/W/o _____ to submit the documents for _____ on behalf of our firm M/s _____ . The specimen signatures of Sh. _____ are attested here below:-

1. _____

2. _____

3. _____

(Name and signature of Partners with Seal)

(On the letter head of Company)

BOARD OF RESOLUTION

I/We as Board of Directors hereby RESOLVE that the company has agreed to purchase/sell the property bearing No. _____, Sector ____, Chandigarh. Sh/Smt. _____ S/D/W/o _____, (director/authorised person) is hereby authorised to submit the documents on behalf of our company M/s _____. The specimen signatures of Sh. _____ are attested here below :-

1. _____
2. _____
3. _____

(Name and signature of Directors with Seal)

AFFIDAVIT

(On stamp paper worth Rs. 15/- and duly attested by Notary)

I/We, _____, s/o S/Sh. _____ r/o _____, Sector ____, Chandigarh, do hereby affirm and declare as under :-

1. We have applied for transfer of ownership in respect of _____ Site/Plot/Property No. _____, Sector _____, Chandigarh to the extent of _____% Share.
2. I/we are giving an undertaking by way of an affidavit that the property shall be used for the purpose for which its has been allotted.

DEPONENT

VERIFICATION :

It is certified that the information provided is true and correct to the best of my knowledge and nothing has been concealed therein.

DEPONENT