



**DELHI DEVELOPMENT AUTHORITY
LIG (HOUSING) DEPARTMENT**

DD (System)/H may kindly upload the enclosed deficiency letter in respect of issue of possession letter on DDA's website viz., www.dda.org.in immediately as per the direction of Vice Chairman, DDA.

(Dharmender Sharma)
Dy. Director (H)/LIG
16.11.2018

Dy. Director (Systems)/Housing

Copy to ~~DD~~/DDA (H)

DOCUMENTS REQUIRED FOR TAKING POSSESSION OF DDA's FLAT

DELHI DEVELOPMENT AUTHORITY
LIG (HOUSING) WING, VIKAS SADAN,
BLOCK-'D', 2ND FLOOR, I.N.A., NEW DELHI-110023

No.: L ()2018/DDAY17/ /

Dated:-

To,

Sub: Allotment of Flat No. _____, Floor _____, Pkt _____, Blk _____, Sector- _____, Locality _____

Sir/Madam,

With reference to your letter dated _____ on the above mentioned subject, I am to inform you to submit the following documents to process the case further:-

1. Affidavit (duly attested) for non ownership of property in the urban area of Delhi, New Delhi or Delhi Cantt. as per proforma given in brochure of AY-2017.
2. Affidavit (duly attested) from allottee and his/her spouse declaring their relationship with each other as per proforma given in brochure of AY-2017 i.e., (Annexure-D at Page-22).
3. Undertaking (duly attested) declaring to not make any addition/alterations in dwelling unit as per proforma given in brochure of AY-2017.
4. Photograph and three signatures of self and spouse, if any, duly attested as per proforma given in brochure of AY-2017.
5. Identity proof and address proof of self and spouse, e.g., self-attested copy of passport, government identity card, election card, ration card, driving licence, telephone bill, water bill, house tax receipt etc.
6. Self-attested copy of PAN Card.
7. Original Acknowledgement slip of registration under AY-2017, DDA duly discharged from the allottee (for offline applications)
8. Self attested copy of bank pass book/statement of account mentioned in the application form for the last one year or copy of income tax return filed for the year 2015-16 i.e., assessment year 2016-17.
9. Ownership proof of the property of the residence of the applicant.
10. An attested copy of certificate in case the applicant belongs to the reserved category of SC/ST/WW/PD/EX.
11. Copy of Loan Sanction Letter & Disbursement letter and Bank pass book/bank statement duly attested by the Bank Manager from which the allotment money has been deposited along with payment proof i.e., copy of challan and Bank statement of Margin Money duly attested by the Bank Manager (if paid).
12. NOC of registration Money of Rs.1Lakh/2Lakh from the Bank (in case of loan) otherwise Bank Statement from which Registration Money was paid duly attested by Bank Manager.
13. Conveyance Deed duly stamped from the Collector of Stamps and e-stamp paper.
14. Possession letter (4 copies) duly filled and attested.
15. Submit one photograph of the allottee having size of 3cm X 3cm.

Yours faithfully,

Asstt. Director (LIG)/H
AY-2017, DDA