

## **DOCUMENTS TO BE SUBMITTED FOR CONVEYANCE OF THE BUILDING.**

1. The Co-operative Housing Society will have to be formed and registered from the competent Authority.
2. Certified copy of registration certificate of society along with the list of the members.  
Approval shall be taken to the sale deed and lease rent agreement without any conditions from the General Body Meeting of the society and resubmit the sale deed and lease agreement along with the Resolution passed in General Body Meeting by
3. not less than 2/3rd members of the society, in the office of the Conveyance Department, MH&AD Board, Griha Nirman Bhavan, Kala Nagar, Bandra (East), Mumbai.  
If some of the tenements are allotted on rental basis, the action of payment of final
4. sale cost of such tenements before completion of period of rental basis will help to complete the action of conveyance as early as possible.  
The payment towards difference in cost of final sale cost and approximate sale cost and towards any other dues shall be needed within the prescribed time limit in the
5. office of the Estate Manager, MH&AD Board, Griha Nirman Bhavan, Kala Nagar, Bandra (East), Mumbai-400 051 and produce certified copy of receipt of payments to that effect.  
Lease rent shall have to be paid in advance for period of one year. If the tax towards
6. Non-Agriculture, MCGM, Service Tax is required to be paid, the same shall have to be paid to the concerned departments in advance for the period of three months.  
The sale deed and lease rent agreement shall have to be submitted to the office of
7. the Superintendent, Stamp Duty, Mumbai for payment of stamp duty and thereafter such stamp duty paid copies of sale deed and lease agreement shall have to be submitted to the Conveyance Department of the MH&AD Board.
8. After paying stamp duty, sale deed and lease agreement shall have to be got registered from the Sub-Registrar, Griha Nirman Bhavan, Bandra.