

**Checklist for purchase of flat/house from Co-operative Housing Society**

1. Application form (Form No. HBL/NGIF/1).
2. Agreement from the member on non-judicial stamp paper of minimum value in state (Form No. HBL/ NGIF/ 2).
3. Letter of authorisation to NGIF with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper (Form No. HBL/ NGIF/ 3).
4. Affidavit of the nominee on form No. HBL/ NGIF/ 4 with passport size photograph of the nominee duly attested by Commanding Officer/Officer in Charge on plain paper.
5. Pre- Receipt (Form No. HBL/ NGIF/ 5) with Rs 1/- revenue stamp.
6. Latest Statement of Entitlement duly attested.
7. Original allotment Letter.
8. Letter of consideration from the Allotting Agency in respect of the land in favour of Society or Copy of Societies Land Title documents duly authenticated.
9. Non-Encumbrance Certificate issued by Sub-Registrar/Govt Pleader/Tehsildar after undertaking search of 13 years records. Alternatively Search Report/ Title Clearance Report for the same period by an Advocate with License no. of Advocate with proof of Search carried out.
10. Copy of Building/Floor Plans duly Sanctioned by Competent Authority.
11. Original receipt of 10% Cost of Flat paid by the member, If not in sale agreement.
12. Bye Laws of the Society duly authenticated.
13. Letter of Registration of the Society duly authenticated.
14. Share Certificate(s) in original if any.
15. Draft Sale/Lease Deed duly authenticated by the society.
16. No Objection Certificate from Society as per NGIF format (Form No. HBL/ NGIF/ 10).

**NOTE – ADDITIONAL DOCUMENTS TO BE FURNISHED IN CASE OF UNMARRIED OFFICER/SAILOR, RUNNING GOVERNMENT HOUSE BUILDING ADVANCE, PROPERTY JOINTLY HELD WITH SPOUSE**

17. Unmarried Officer/Sailors are to submit an additional Form No.: HBL/NGIF/7.
18. Letter to DPA in case of taking loan from the Government (Form No. HBL/ NGIF/ 8).
19. Affidavit from the spouse of the member, if the land/house/flat is jointly owned by the member and spouse indicating his/her willingness to mortgage of his/her property jointly as security for loan, by the applicant member duly approved by Notarized on Non Judicial Stamp Paper of minimum value.