

GENERAL DOCUMENTS FOR OWNER/TENANT/LEGAL

General conditions

- Kindly attach latest self-attested documents.
- Identity Proof of New Applicant.
- If the ownership/ occupancy proof is more than a year old, please provide your current year/latest property tax bill as proof.
- In case of name / surname change, kindly attach a copy of the government gazette mentioning the same.
- Kindly attach a copy of the death certificate where applicable.
- In case of joint ownership, please attach consent of co-owner.

Any of the documents mentioned below either individually or in combination may be submitted as proof of ownership. (Please refer to the list of additional documents applicable to specific categories).

Suggested documents

- Registered Sale deed or Index copy (not more than 2 years old); if older then please attach Latest search report of property
- Possession letter with Share certificate
- **Latest property tax bill (name must be in owner's name only not in occupier's name) with Ownership document.**
- Registered Society Resolution /Registered Society's latest certification
- Gift deed
- City survey copy with property tax bill
- Allotment cum Possession letter / Conveyance deed in case of GHB premises
- Sale agreement with Power of attorney and Property tax bill / 7/12 Extract (wherever applicable)
- GIDC allotment cum possession letter in case of GIDC premises with Sub letting letter (if applicable)
- Allotment with Possession letter with NOC of AUDA/AMC/GUDA in case of EWS/LIG/MIG/HIG type premises.
- Registered will with Society's resolution / Property tax bill / City survey copy in case of death of R.C. or present owner

- 7/12 Extract with Sale agreement and Power of attorney
- Sale deed/Index copy/Property tax bill with Possession return agreement (if applicable)
- In case of tenant, ownership proof as listed above, Rent agreement / Leave & Licensee Agreement with rent receipt and no objection certificate from owner

Additional documents required based on type of applicant

- PARTNERSHIP FIRM -Partnership deed & Partnership firm's agreement
 - PROPRIETOR-Shops & Establishment certificate / Copy of firm's registration
 - LIMITED COMPANY-Memorandum and article of Association.
 - TRUST
- a) Trust deed with Latest Property tax bill or Registered sale deed or Index copy.
b) Registration certificate with Schedule 1 copy.