

## 12. COVERING LETTER TO COMPETENT AUTHORITY

To  
The Competent Authority

Grant of permission under sub-section (2) of section 27 for the transfer of the Urban Property bearing No

Sir,

I/We am/are submitting the following documents with the request to grant me/us the permission at early date for transfer of this said property:

- |  |    |
|--|----|
| 1. Application under section 27 of Ceiling Act | 3. |
| 2. Statement                                   | 3. |
| 3. Annexures I & II                            | 6. |
| 4. Plans                                       | 3. |
| 5. Proposed sale deed                          | 3. |
| 6. Copy/Copies of G.P.A.                       | 3. |
| 7. Affidavit duly Attested                     | 3. |
| 8. Copy/Copies of the lease deed               | 3. |
| 9. Copy/Copies of conveyance deed              | 3. |

Thanking you,

Place: .

Applicant

Date:

### ANNEXURE I

1. Name of the holder of urban or urbanisable land with a building or a portion only of such building
2. Date of construction of building (whether constructed before or after the commencement of the Act)
3. Manner of transfer (whether by way of sale/mortgage/gift/lease for period exceeding ten years or otherwise)
4. (a) Name & Address of the transferee.  
(b-1) Whether the prospective transferee is an authority, institution or organisation specified in sub-section (1) of section 19 and (b-2) whether Chapter III of the Act shall not apply to lands intended to be transferred.
5. Description of urban property proposed to be transferred
  - (a) revenue Service number
  - (b) Town Planning Scheme number
  - (c) Block number
  - (d) Ward number
  - (e) Plot number
  - (f) Municipal number
6. Area of the urban property proposed to be transferred in words and figures.

**Note:** A site plan drawn to scale is to be appended showing the location of the vacant land together with its boundaries clearly marked, indicating further whether lands appurtenant to and surrounding the said vacant land were vacant

or rebuilt upon or not after 17-12-1975. A copy of documents to be executed in the transfer is enclosed.

Signature of Transferor/s

ANNEXURE II

DESCRIPTION OF VACANT LAND/AND BUILDING (OTHER THAN PROPERTY INTENDED TO BE TRANSFERRED AS PER THE APPLICATION) HELD BY THE APPLICANT.

1. State:
2. District:
3. Taluka:
4. Survey No. and sub-division No. or other identification No. given for revenue purpose.
5. Extent in hectares and square meters.
6. Whether there is any building in such land, if so, particulars of such building.
7. Nature of right under which the land with or land without building is held.

**Note:** This annexure need not be filled in where the prospective transferor is an authority, institution or organisation specified in clauses (i), (ii) of sub-section (1) of section 19.

Place:

Signature of Transferor/s