NO. Date :

To,
Mr./Mrs./Ms. _____
Resident of _____
(Address)
Telephone/Mobile No. _____
Pan Card No.: _____
Aadhaar Card No.: _____
Email ID: _____

Subject: Your request for allotment of Plot in the project known as "**PROJECT NAME**", having MahaRERA Registration No. _____.

Sir/Madam,

**1. Allotment of the Plot:**

This has reference to your request referred at the above subject. In that regard, I have the pleasure to inform that you have been allotted a Plot bearing No. _____ admeasuring _____ sq. mtrs. equivalent to _____ Sq. Ft. situated at Situated at _____, for a total consideration of Rs. _____ (Rupees _____ only) exclusive of GST, stamp duty and registration charges.

**2. Allotment of Covered parking space:**

**(THIS CLAUSE IS NOT APPLICABLE TO OUR PROJECT AS WE HAVE APPLIED FOR LAYOUT PROJECT)**

**3. Receipt of part consideration:**

I/We confirm to have received from you an amount of Rs. _____in figures_____ (Rupees. _____in words_____only), (this amount shall not be more than 10% of the cost of the said unit) being _____% of the total consideration value of the said unit as booking amount /advance payment on _____dd/mm/yyyy_____, through _____mode of payment__. The above payment received by me/us have been deposited in RERA Designated Collection Bank Account_____ , _____ Bank,

_____Branch,having_____situated at _____. In addition to the above bank account, I/we have opened in the same bank, RERA Designated Separate Bank Account and RERA Designated Transaction Bank Account having Account No. _____ and _____respectively.

Note:- For projects where promoters have Area Share, the three bank accounts of the project of all promoters shall be listed. For projects where promoters have Revenue Share the three bank accounts of all promoters as well as the RERA Designated Master Bank Account of the Project shall be listed.

OR

**Receipt of part consideration:**

A. You have requested us to consider payment of the booking amount / advance payment in stages which request has been accepted by us and accordingly I/We confirm to have received from you and amount of Rs. _____in figures_____ (Rupees. _____in words_____only) being _____% of the total consideration value of the said unit as booking amount / advance payment on _____dd/mm/yyyy_____, through _____mode of payment__. The balance _____% of the booking amount / advance payment shall be paid by you in the following manner.

a) Rs. _____in figures_____ (Rupees. _____in words_____only) on or before _____dd/mm/yyyy_____.

b) Rs. _____in figures_____ (Rupees. _____in words_____only) on or before _____dd/mm/yyyy_____.

c) Rs. _____in figures_____ (Rupees. _____in words_____only) on or before _____dd/mm/yyyy_____.

d) Rs. _____in figures_____ (Rupees. _____in words_____only) on or before _____dd/mm/yyyy_____.

Note: The total amount accepted under this clause shall not be more than 10% of the cost of the said unit.

B. If you fail to make the balance _____% of the booking amount /advance payment within the time period stipulated above further stated in action as 3 Clause 12 hereunder written shall be taken by us as against you.

C. The above payment received by me/us have been deposited in RERA Designated Collection Bank Account_____ , _____Bank,_____Branch,having_____

_____situated at _____. In addition to the above bank account, I/we have opened in the same bank, RERA Designated Separate Bank Account and RERA Designated Transaction Bank Account having Account No._____ and _____respectively.

Note :- For projects where promoters have Area Share, the three bank accounts of the project of all promoters shall be listed. For projects where promoters have Revenue Share the three bank accounts of all promoters as well as the RERA Designated Master Bank Account of the Project shall be listed.

**4. Disclosures of information:**

We have made available to you the following information namely: -

**i)** The layout plan, along with specifications, approved by the competent authority are displayed at the project site and has also been uploaded on MahaRERA website.

**ii)** The stage wise time schedule of completion of the project, including the provisions for civic infrastructure like water, sanitation and electricity is as stated in Annexure - A attached herewith and

**iii)** The website address of MahaRERA is https://maharera.mahaonline.gov.in/#

**5. Encumbrances:**

We hereby confirm that the said Plot is free from all encumbrances and we hereby further confirm that no encumbrances shall be created on the said Plot.

**OR**

We have created the following encumbrance(s) / encumbrance(s) attached with caveats as enumerated hereunder on the said Plot.

**a)**

**b)**

**c)**

**6. Further payments:**

Further payments towards the consideration of the said Plot as well as of shall be made by you, in the manner and at the times as well as on the terms and conditions as more specifically enumerated / stated in the Agreement for sale

to be entered into between ourselves and yourselves.

**7. Possession:**

The said Plots shall be handed over to you on or before ___ subject to the payment of the consideration amount of the said Plot as well as of the covered car parking space in the manner and at the times as well as per the terms and conditions as more specifically enumerated / stated in the Agreement for Sale to be entered into between ourselves and yourselves.

**8. Interest payment:**

In case of delay in making any payments, you shall be liable to pay interest at the rate which shall be the State Bank of India highest Marginal Cost of Lending Rate Plus two Percent.

**9. Cancellation of allotment:**

**i)** In case you desire to cancel the booking an amount mentioned in the Table hereunder written would be deducted and the balance amount due and payable shall be refunded to you without interest within 45 (Forty Five) days from the date of receipt of your letter requesting to cancel the said booking.

| | If the letter requesting to cancel the booking is received | Amount to deducted |
|---|---|---|
| | Within 15 days from issuance of the allotment letter; | Nil; |
| | Within 16 to 30 days from issuance of the allotment letter; | 1% of the cost of the said Plot; |
| | Within 31 to 60 days from issuance of the allotment letter; | 1.5% of the cost of the said Plot; |
| | After 61 days from issuance of the allotment letter. | 2% of the cost of the said Plot. |

The amount deducted shall not exceed the amount as mentioned in the table above.

**ii)** In the event the amount due and payable referred in Clause 9 (i) above is not refunded within 45 (Forty Five) days from the date of receipt of your letter requesting to cancel the said booking, you shall be entitled to receive the balance amount with interest calculated at the rate which shall be the State Bank of India highest Marginal Cost of Lending Rate Plus two Percent.

**10. Other payments:**



You shall make the payment of stamp duty and registration charges, as

applicable and such other payments as more specifically mentioned in the Agreement for Sale, the Proforma whereof is enclosed herewith in terms of Clause 11 hereunder written.

**11. Proforma of the Agreement for Sale and binding effect:**

The proforma of the Agreement for Sale to be entered into between ourselves and yourselves is enclosed herewith for your ready reference. Forwarding the proforma of the Agreement for Sale does not create a binding obligation on the Part of ourselves and yourselves until compliance by yourselves of the mandate as stated in Clause 12.

**12. Execution and registration of the Agreement for Sale:**

**i)** You shall execute the Agreement for Sale and appear for registration of the same before the concerned Sub-Registrar within a period of 2 (Two) months from the date of issuance of this letter or within such period as may be communicated to you. The said period of 2 (Two) months can be further extended on our mutual understanding.

**ii)** If you fail to execute the Agreement for Sale and appear for registration of the same before the concerned Sub-Registrar within the stipulated period 2 (Two) months from the date of issuance of this letter or within such period as may be communicated to you, we shall be entitled to serve upon you a notice calling upon you to execute the Agreement for Sale and appear for registration of the same within 15 (Fifteen) days, which if not complied, we shall be entitled to cancel this allotment letter and further we shall be entitled to forfeit an amount not exceeding 2% of the cost of the said Plot and the balance amount if any due and payable shall be refunded without interest within 45 (Forty Five) days from the date of expiry of the notice period.

**iii)** In the event the balance amount due and payable referred in Clause 12 (ii) above is not refunded within 45 (Forty Five) days from the date of expiry of the notice period, you shall be entitled to receive the balance amount with interest calculated at the rate which shall be the State Bank of India highest Marginal Cost of Lending Rate plus two percent.

**13. Validity of allotment letter:**

This allotment letter shall not be construed to limit your rights and interest upon execution and registration of the Agreement for Sale between ourselves and yourselves. Cancellation of allotment of the said Plot thereafter, shall be covered by the terms and conditions of the said

registered document.

**14. Headings:**

Headings are inserted for convenience only and shall not affect the construction of the various Clauses of this allotment letter

SIGN AND STAMP
Place : Nagpur

**CONFIRMATION & ACKNOWLEDGEMENT**

We have read and understood the contents of this allotment letter and the Annexure. We hereby agree and accept the terms and conditions as stipulated in this allotment letter.

Signature _____
ame _____
(Allottee/s)

Date : …….
Place : ……

**ANNEXURE – A**

Stage wise time schedule of completion of the project

| Sr. No. | Stages | Date of Completion |
|---|---|---|
| 1 | Excavation | |
| 2 | Basements (if any) | |
| 3 | Podiums (if any) | |
| 4 | Plinth | |
| 5 | Stilt (if any) | |
| 6 | Slabs of super structure | |
| 7 | Internal walls, internal plaster, completion of floorings, doors and windows | |
| 8 | Sanitary electrical and water supply fittings within the said units | |
| 9 | Staircase, lilts wells and lobbies at each floor level overhead and underground water tanks | |
| 10 | External plumbing and external Plaster, elevation, completion of terraces with | |

| | | |
|---|---|---|
| | waterproofing | |
| 11 | Installation of lifts, water pumps, firefighting fittings and equipment, electrical fittings, mechanical equipment, finishing to entrance lobby/s, plinth Protection, paving of areas appurtenant to building / wing compound wall and all other requirements as may be required to complete project as Per specifications in agreement of sale, any other activities. | |
| 12 | Internal roads & footpaths, lighting | |
| 13 | Water supply | |
| 14 | Sewerage (chamber, lines, septic tank,STP) | |
| 15 | Storm water drains | |
| 16 | Treatment and disposal of sewage and water sullage water | |
| 17 | Solid waste management & disposal | |
| 18 | Water conservation / rain water harvesting | |
| 19 | Electrical meter room, sub-station, receiving station. | |
| 20 | Others | |

SIGN AND STAMP