**Model allotment Letter Format**

To
Mr/Mrs/Ms.....
R/o.....
Telephone / Mob.no.....
Pan Card no.....
Aadhar Card No……
Email ID: ……

Sub: Your request for allotment of~~Flat / Commercial Premise /~~ Plot in the project known as **SARA NAGARI –II** having MAHARERA registration no. **.....**

Sir / Madam

**1. Allotment of the said unit:**

~~This has reference to your request referred to the above subject. In that regards I /we have the pleasure to inform you that you have been allotted a …….. BHK / flat / Villa /Bungalow/Commercial premises bearing no. ..... admeasuring RERA Carpet area .....Sq. mtrs equivalent to .....Sq.ft Situated on …….. floor in Building …….. / Tower ……../ Block ……../ Wing …….. in the project known as " ..... having MAHARERA registration no. ..... hereinafter referred to as "the said unit" being developed on land bearing C. S no...../ CTS no. ..... Final Plot No(s)..... Survey no..... Hissa No(s)..... / Gat No(s) ...../ Khasra no.....Plot no. ..... lying and being at..... Village …… Taluka …… Dist. …… admeasuring .....Sq. mtrs for a total consideration of Rs. ..... /- (Rs. ..... Only) exclusive of GST, stamp duty, registration charges.~~

**OR**

This has reference to your request referred to the above subject. In that regards we have the pleasure to inform you that you have been allotted a Plot bearing no. ..... admeasuring.....Sq.mtrs equivalent to .....Sq.ft in the project known as **"SARA NAGARI - II "** having MAHARERA registration no. ..... hereinafter referred to as "the said unit" carved out from the land bearing C. Sno...../ CTS no. ..... Final Plot No(s)..... Survey no**10/2**Hissa No(s)..... /Gat No(s) ...../ Khasra no.....Plot no. ..... lying and being at**MaujaNALWADI** Village **NALWADI**Taluka**WARDHA** Dist**WARDHA** -442001admeasuring .....Sq.mtrsfor a total consideration of Rs. ..... /- (Rs..... Only) exclusive of GST, stamp duty AND registration charges.

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**2. Allotment of parking space(s):**

~~Further I / we have the pleasure to inform you that you have been allotted along with the said unit, Garage (s) beaaring No(s)…….. admeasuring ……. sq. mtrs equivalent to ……. Sqft /covered car parking space(s) at ……. level basement / Podium bearing No(s)…… admeasuring …….. Sq. Mtrs equivalent to …… Sq.ft /stilt parking bearing No(s) ……admeasuring …….. Sq. mtrs equivalent to …… sq.ft / mechanical car parking unit bearing No(s)…….. admeasuring…….. sq.mtr equivalent to …… Sq. ft on the terms and conditions as shall be enumerated in the agreement for sale to be entered into between ourselves and yourselves.~~

~~**OR**~~

~~Furtherwe have the pleasure to inform you that you have been allotted an open car parking bearing No. .....without consideration.~~

**This clause is not applicable hence deleted.**

**3. Receipt of part Consideration:**

We confirm to have received from you an amount of Rs...../-
(Rs.....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 ..... through ..... .

**OR**

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 We confirm to have received from you and amount ofRs. …… (Rupees ……. Only) being …….. % of the total consideration valueof the said unit as booking amount / advance payment on …….. through……. . The balance ……..% of thebooking amount / advance payment shall be paid byyou in the following manner.
   a. Rs. …… ((Rupees ……. Only) on or before …….. .
   b. Rs. …… ((Rupees ……. Only) on or before …….. .
   c. Rs. …… ((Rupees ……. Only) on or before …….. .
   d. Rs. …… ((Rupees ……. Only) on or before …….. .

   (Total amount under this clause shall not be more than 10% of the cost of said unit).

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

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**4. Disclosures of information:**

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

i) The sanctioned plans, layout plans, along with specifications, approved by the competent authority are displayed at the project site and has also been uploadedon 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 unit is free from all encumbrances and we hereby further confirm that no encumbrances shall be created on the said unit.

**OR**

~~We have created the following encumbrances attached with caveats as enumerated hereunder on the said unit~~

~~a)~~
~~b)~~
~~c)~~
~~d)~~

**6. Further Payments:**

Further payments towards the consideration of the said unit ~~as well as of the garage(s)/covered car parking space(s)~~ 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 unit ~~along with the garage(s) / covered car Parking spaces(s~~) shall be handed over to you on or before..... subject to the payment of the consideration amount of the said unit as well as of the garage(s) /covered car parking space(s) 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

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**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 days from the date of receipt of your letter requesting to cancel the said booking

| Sr. no | If the letter requesting to cancel the booking is received, | Amount to be deducted |
|---|---|---|
| 1 | within 15 days from issuance of the allotment letter; | NIl |
| 2 | within 16 to 30 days from issuance of the allotment letter; | 1% of the cost of the said unit; |
| 3 | within 31 to 60 days from issuance of the allotment letter; | 1.5% of the cost of the said unit; |
| 4 | After 61 days from issuance of the allotment letter. | 2% of the cost of the said unit. |

* 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 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 GST, stamp duty and registration charges, as applicable and such other payments as more specifically mentioned in the agreement for sale, the Proformawhereof 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 inClause 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 months from the date of issuance of this letter or within such period as may be communicated to you. *The said period of 2 months can be further extended on our mutual understanding.

   * Inthe event booking amount is collected in the stages and if the allottee fails to pay the subsequent stage Instalment, the promoter shall serve upon the allottee to pay the subsequent stage instalment within 15 (fifteen) days which if not complied, the promoter shall be entitled to cancel this allotment letter. On cancellation of the allotment letter the promoter shall be entitled to forfeit the amount paid by the allottee

or such amount as mentioned in the table enumerated in clause 9 whichever is less. In no event the amount to be forfeited shall exceeds the amount mentioned in the above referred table. Except for the above all the terms and conditions as enumerated in this allotment letter shall be applicable even for cases where booking amount is collected in stages.

ii) If you fail to execute the agreement for sale and appear for registration of the samebefore the concerned Sub-Registrar within the stipulated period 2 months from thedate 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 theagreement 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 unit and the balance amount if any due and payable shall be refunded withoutinterest within 45 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 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 unit 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.

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Name of Promoter
Email ID
Date
Place



**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.

Place wardha ----------
Date 12.02.23 Name of Allottee/s

**Annexure - A**

| 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 water proofing | - |
| 11 | Installation of lifts, water pumps, fire fighting 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 the 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 sullage water | - |
| 17 | Solid waste management & disposal | - |
| 18 | Water conservation / rain water harvesting | - |
| 19 | Electrical meter room, sub-station, receiving station. | - |
| 20 | Others | - |

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**Promoter**