







LEGACY OF EXCELLENCE

Godrej Properties brings the Godrej Group philosophy of innovation, sustainability, and excellence to the real estate industry. Each Godrej Properties development combines a 121-year legacy of excellence and trust with a commitment to cutting-edge design and technology.

In recent years, Godrej Properties has received over 200 awards and recognitions, including 'The Economic Times Best Real Estate Brand 2018', 'Builder of the Year' at the CNBC- Awaaz Real Estate Awards 2018, 'Real Estate Company of the Year' at the 8th Annual Construction Week India Awards 2018, 'India's Top Builders 2018' at the Construction World Architect and Builder (CWAB) AWARDS 2018 and the 'Golden Peacock National Quality Award – 2017' at the Institute of Directors 27th World Congress on Business Excellence and Innovation.



HOME IS WHERE THE HEART IS

Home is a reflection of your personality, so it takes time and effort to find the perfect match. This quest for finding the perfect home match is filled with tough questions and unknown scenarios. We all need an ally to guide us through the various phases of this journey. Home Ally is our attempt to address the most common anxieties that could cross your mind in this process.

This book contains a set of checklists you will require in the home buying process. With these checklists handy, we hope that you are able to glide your way through the different stages of home buying.

To read more on the checklists and stages of home buying, please visit our website: www.godrejproperties.com/homeally or scan the QR code below:

We hope that your home buying journey is a happy one!







CONTENTS

01
Real Estate
Terminology

Compare House Options

Verify Seller

04
Documents
for Home Loan

Documents for Registration

Quality Checks
Before Taking
Possession

07

Documents for Possession

08

Additional Notes



REAL ESTATE TERMINOLOGY

RERA:

The Real Estate Regulation and Development Act (RERA) 2016 effective from 1st May 2017, seeks to ensure transparency and accountability in the real estate sector. It sets up clear regulations to protect the home buyers & developers against default and provides for fast track grievance redressal.

RERA REGISTRATION NUMBER:

A RERA Registration Number is assigned to a project after its registration with the RERA authority in the state. It is granted to projects for which required documents have been submitted by the developer and validated by the RERA authority. It indicates that a project is in compliance with RERA rules.

CARPET AREA:

As per RERA, Carpet Area is the net usable area of the apartment. This excludes the area covered by external walls, areas under service shafts, balcony or veranda. However, this includes the area covered by the internal partition walls of the apartment.

BUILT-UP AREA:

Built-up Area includes the carpet area, outer wall thickness and the balcony.

SUPER BUILT-UP AREA:

The built-up area along with a share of all common areas such as the lobby, lift shafts, stairs, etc. proportionately divided amongst all units, makes up the Super Built-up Area.

FLOOR SPACE INDEX (FSI):

Floor Space Index is the ratio of the combined gross floor area of all floors (except areas specifically exempted under regulations) to the total area of the plot. It varies from locality to locality depending on the surrounding infrastructure to support the development. A higher FSI will have a higher built-up area.

LOADING FACTOR:

Loading Factor is the multiplier applied to the carpet area that accounts for a flat's proportionate share of the common area. Thus, the Loading Factor, when combined with the carpet area, leads to the super built-up area.

CLEARANCE CERTIFICATE:

A Clearance Certificate is used to attest that an entity/person has paid all dues and is clear of any liabilities that they held towards another entity/person.

COMMENCEMENT CERTIFICATE:

A Commencement Certificate is issued by the local municipal authorities to a real estate developer giving them the final permit to start construction. It is issued only after the developer presents all required clearances and sanctions. It is mandatory for a developer to obtain this document before commencing the construction of a building.

REAL ESTATE TERMINOLOGY

COMPLETION CERTIFICATE:

A Completion Certificate is issued by the municipal authority or an authorized architect/engineer stating the completion of construction of a building. The certificate is awarded only if the building fulfils all construction and safety norms as described by the National Building Code.

CONVEYANCE DEED:

A Conveyance Deed is a legal document that shows the transfer of property title from one person to another. It is similar to a sale deed; however, the prime difference between the two is that a sale deed transfers the title of a property in case of a sale, whereas, a Conveyance Deed does the same in case of a gift, exchange, lease, mortgage or any other circumstances.

ENCUMBRANCE CERTIFICATE:

Encumbrance means liabilities created on a property that is held against a home loan as security.

An Encumbrance Certificate consists of all the registered transactions done on the property during the period for which the certificate is sought.

NO OBJECTION CERTIFICATE (NOC):

NOC is issued by any agency, organization or institute indicating the intent of not objecting with the agreements mentioned in the document.

OCCUPATION CERTIFICATE (OC):

Occupation Certificate or Possession Certificate is issued by the local government authorities pronouncing a building suitable for habitation.

PROPERTY CARD:

Property Card is the legal proof of ownership of land in an urban area. It contains the history of ownership of a land parcel.

SALE DEED/FINAL DEED:

Sale Deed or Final Deed is the most important legal document made between the buyer and the seller of a property. This document contains all the clauses of the purchase such as final deal price, accepted mode and period of payment, portions sold and included services/facilities.

STAMP DUTY:

Stamp Duty is a tax levied by the government on the purchase of a property. In the case of a builder floor, Stamp Duty is calculated by dividing the total cost of the plot and the cost of construction by the number of floors.

IGBC CERTIFICATION:

Indian Green Building Council (IGBC) Green Homes is a rating programme developed in India, exclusively for the residential sector. The objective is to facilitate the effective use of site resources, water conservation, energy efficiency, and handling of household waste, optimum material utilization and design for healthy, comfortable & environmentally friendly homes. The Certification Levels Awarded are Silver, Gold, and Platinum based on the extent of sustainable practices followed.

COMPARE HOUSE OPTIONS



Having visited all options under consideration, you then need to finalize a property. You may get confused on how to choose one property over the others since all of them may seem good on different parameters. We have listed below important parameters for comparison to help you evaluate all options as per your requirement:

			<u> </u>
	PROJECT 1	PROJECT 2	PROJECT 3
Location			- 4 - 9 + 4 <u>4</u>
Developer			
Completion Date			4 7
Total Flats			
Total Project Area	^A		
No. of Bedrooms			
No. of Bathrooms			
No. of Balconies			
Carpet Area		-44 -4	
Layout (Rate on a scale of 1-10)	44		
Floor Available 4			
Open Area in Project			
IGBC Certified			
Distance from Workplace	φ		
Hospitals Nearby		4)
Schools Nearby		· · · · · · · · · · · · · · · · · · ·	
Unique Amenities	1 m and the		
Price (Carpet Area)			
Offers & Schemes			
Pending Litigations		2002	~~~~
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VERIFY SELLER DOCUMENTS



You must do a thorough check on the property documents while investing in a house. If required, do not hesitate to seek help from a legal expert. Here are a few documents and permissions which you must check for:

	PROJECT 1	PROJECT 2	PROJECT 3
Sale Deed			44.
Joint Development Agreement			
Mother Deed			4
Building Approval Plan			
Conversion Certificate (Agricultural to Non-agricultural land)			
Commencement Certificate (for under construction property)			
Khata Certificate & Khata Extract/Property Card			
Encumbrance Certificate	4 4 0 4 4		
Betterment Charges Receipt			
Power of Attorney			9 1
Latest Tax Paid Receipt			
Completion Certificate (for a constructed property)			
Occupancy Certificate (for a constructed property)	4	φ□	
Allotment Letter	9 🗆		
Sales Agreement			
Copy of all NOCs			
Possession Letter		10004	

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Income Proof for Non-salaried Applicant/Co-applicant/Guarantor:	
Business Address Proof	
IT Returns for last 3 years	
Balance Sheet & Profit & Loss A/C for last 3 years	
Business License Details (or equivalent)	
TDS Certificate (Form 16A, if applicable)	
Certificate of Qualification (for C.A./Doctor and other professionals)	
PROPERTY RELATED DOCUMENTS	
Permission for Construction (where applicable)	
Registered Agreement for Sale/Allotment Letter/Stamped Agreement for Sale	
Occupancy Certificate (in case of ready-to-move property)	
Share Certificate, Maintenance Bill, Electricity Bill, Property Tax Receipt (all required)	
Approved Plan Copy (blueprint copy)	
• Registered Development Agreement of the builder, Conveyance Deed (for a new property)	y)
Payment Receipts or Bank A/C statement showing all the payments made to Builder/Seller	ller _
• Index II	





DOCUMENTS FOR REGISTRATION

Once you book a house, the registration needs to be done within 120 days of purch Registration makes you the lawful owner of the property and ensures that the property is upd in the state records in your name. The following documents are required for registration.	
A duplicate copy of the Sales Deed required to be registered	
Two passport size photos each of buyer, seller and witnesses	
Photo ID Proof of buyer, seller and witnesses	
Copy of the Property Tax Bill to indicate the year in which the property was built/constructed	
Copy of the PAN Cards of the seller and the buyer	
• Thumb impressions, photographs and signatures of the buyer, the seller and the two witnesses	
No Objection Certificate (NOC) for the property	
• Latest Receipt for Tax payment	
Sanctioned Building Plan	
Cash or demand draft to pay Stamp Duty	
Khata Certificate/Property Card	
Occupancy Certificate	
All title documents of the landowner	
7/12 Extracts	
Registered Development Agreement (in case of joint development property)	

QUALITY CHECKS BEFORE TAKING POSSESSION



EXTERNAL		
No cracks on external walls		
The coloring is proper and uniform across the building		
Promised parking space is provided		
Promised amenities in society are provided		
FINISHES		
Carpet area is as per drawing	. 🗖	
No cracks in plaster on wall/ceiling		
No seepage or dampness on wall/ceiling		
Provision for exhaust fan is provided		
The doorbell is functioning properly		
	\	
FLOORING		
No hollowness in tiles		
No cracks on tiles		
Tiles are at one level in all areas		
A slope is maintained in wet areas		
DOOR & SHUTTER FRAME		
The frame is not damaged and there are no cracks on the frame		
No nails and other sharp objects are protruding from the frame		
Hinges and screws are not rusted		
All door accessories are installed e.g. magic eyes, buffer, door closer		
The door is working smoothly, no creaking sound		
Door locks are working smoothly		

QUALITY CHECKS BEFORE TAKING POSSESSION



WINDOW FRAMES/GLASS	
No damages and scratch marks on the glass	
No dents/scratches on the window frame	
Sliding movement is smooth	
Sliding door/window lock is working smoothly	
WALL/DADO TILE	
No hollowness in tiles	
No cracks and damage on tiles	
Cutting of tile around bathroom fittings is proper	
ELECTRICAL	
Points are provided at proper locations	
All points are working properly	
Geyser point is provided	
Screws are not missing in switchboards	
PLUMBING	
PLOMBING	
Damages/scratches/rust is not found on fittings	
No leakage from joints/fixtures	
All plumbing accessories promised while booking are provided	





DOCUMENTS FOR POSSESSION



On the day of possession, you should request for all the property related documents. While you may have collected some of these documents at the time of booking, please ensure that you collect the remaining documents at the time of possession, to be hassle-free later.

• A	greement for Sale		

- Encumbrance Certificate
- No Objection Certificate (NOC)
- Completion Certificate
- Occupancy Certificate (OC)
- Khata Certificate
- Joint Development Agreement (if any)
- General Power of Attorney (GPA)
- Building Plan Approvals
- Allotment Letter
- Tripartite Agreement (if any)
- Letter of No Dues
- Registered Deed of Conveyance
- Land-use Certificate/Conversion Order
- Details of Electricity, Water and Power Backup
- Agreement by Maintenance Agency
- Car Parking Allotment Letter
- Stamp Duty Receipts
- Payment Receipts
- Possession Intimation Letter
- Possession Letter

ADDITIONAL NOTES

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CORPORATE OFFICE:

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For detailed information on home buying, please scan the QR code or visit: www.godrejproperties.com/homeally.