

ALLOTMENT LETTER

Date:

From	To
<Promoter name:>	<Customer name:>
<Address:>	<Address:>
<Mobile:>	<Mobile:>
<Email id:>	<Email id:>

**SUBJECT: Allotment of flat /Plot / Commercial unit/IT unit in project named as
“ _____ ” in village _____, Sector-____, (name of town)
district Gurugram (Haryana).**

1. Details of the applicant to whom the flat/plot/commercial unit/IT unit has been allotted are as under:

APPLICANT DETAILS	
Application no.	
Date	
Son/Wife/Daughter of (if applicable)	
Nationality	
Address (Correspondence)	
Pin code	
Address (Permanent)	
Pin code	
website	
Landline No.	
Mobile No.	
Email	
PAN (Permanent Account No.)	
Aadhar Card No.	
Passport No.	

PROJECT DETAILS	
Details of HARERA Registration	Reg. No
	Dated
	Valid Upto
Project Name	
Project Location	
If project is developed in phases then, Phase Name	
Nature of Project	Commercial/Group Housing/Plotted/IT

Proposed date of Completion of the Phase/Project		
Proposed date of Possession of the unit		
License No.		
Name of Licensee		
Name of Collaborator		
APPROVAL DETAILS	Details of License approval	License No.
		Memo. No
		Dated
		Valid Upto
	Details of Building Plans approval	Memo. No
		Dated
		Valid Upto
	Details of Environment Clearance approval	Memo. No
		Dated
		Valid Upto

Dear Sir/Madam,

With reference to your application details above submitted in this office and other required documents, it is intimated that the company has allotted you the following unit as per the details given below:

UNIT AND BOOKING DETAILS			
1	Nature of the unit		Flat/Plot/Commercial shop/IT space
2	Flat	Unit No.	
		Property Category	<2BHK/3BHK/4BHK>
3	Carpet Area (sq. m) /plot area in case of plot		
4	Balcony area (sq. m) (not part of the carpet area)		
5	Verandahs area (sq. m) (not part of the carpet area)		
6	Block/Tower No.		
7	Open terrace area		
8	Floor No.		
9	Rate of carpet area (Rs/sq. m)		
10	Rate of Balcony area (Rs/sq. m)(only in affordable housing)		

11	Plot Area	
12	Net area of the commercial space	
13	Total Cost of the unit (Total consideration- inclusive of IDC & EDC, parking charges, PLC, Govt fees/taxes/levies, common areas, Interest free maintenance security, GST)	

2. We have received earnest money amount in respect of the above referred unit as per the details given below:

Earnest Money Amount (Percentage of total consideration of unit)	
Cheque No/DD No./RTGS	
Dated	
Bank Name	
Branch	
Amount	
Total	

3. Mode of Booking

Direct/Real estate agent	
If booking is through Real estate agent, then Real estate agent Reg. No	
Real estate agent Charges	

PAYMENT PLAN	
Payment Plan (Inclusive of all charges/fees) (Copy attached)	Construction linked plan/ Down payment plan/Any other plan(please specify)
Bank Details for payment via RTGS	
Payment in favour of	
Account Number	
IFSC Code	

Annexure A- : 'Payment Plan'

Earnest money which is equal to 10% amount of the total cost of the unit is already paid at the time of allotment. Balance 90% of consideration amount shall be paid as under:

1. In case of Down Payment Plan

S.no.	Installment	Percentage of total consideration	Amount (in Rs.)	Due Date	Interest	Balance Payable (in Rs.)
1.	On Booking					
2.	On BBA					
3.	On Possession					
	Total Payable					

OR

2. In case of Construction linked plan

Installment	Particulars	Percentage
1 st	At the time of Booking along with allotment letter	<10%
2 nd	On Signing of Agreement for Sale i.e. on commencement of construction	<15%
3 rd	On completion of sub- structure	
4 th	On completion of super- structure	
5 th	On completion of MEP	
6 th	On completion of finishing	
7 th	On completion of finishing	
8 th	On completion of IDC	
9 th	On Possession	

OR

3. Any other plan duly approved by HARERA

The allottee will abide by all the detailed terms & conditions mentioned in the Agreement for Sale which is annexed with the allotment letter.

Best Wishes

Thanking You
Yours Faithfully

**For (Promoter Name)
(Authorised Signatory)**

I/We have read and understood the contents of above communication, accordingly, I/We accept and confirm the same by appending my/our signature(s)

Applicant

Dated:

This allotment is subject to the following conditions:

1. TERMS

- 1.1 That the allotment of above flat/plot/commercial unit/IT unit is subject to the detailed terms & conditions mentioned in the application form and agreement for sale.
- 1.2 Terms & conditions provided in 'agreement for sale' shall be final and binding on both parties subject to any conditions in the allotment letter.
- 1.3 The allottee shall not transfer/resale of this unit without prior consent of the promoter till the agreement for sale is registered.
- 1.4 Upon issuance of this allotment letter, the allottee shall be liable to pay the consideration value of the unit as shown in the payment plan as annexed.
- 1.5 The total price (as defined in the terms and conditions in agreement for sale) shall be payable on the date as specifically mentioned in the "Payment plan" as annexed.
- 1.6 That the carpet area, balcony area and verandah area of the unit are as per approved building plans. If there is any increase in the carpet area which is not more than 5% of the carpet area of the apartment allotted the promoter may demand that from the allottee as per next milestone of the payment plan. All there monetary adjustment shall be made at the same rate per sq. m as per agreement for sale.
- 1.7 In case, the allottee fails to pay to the promoter as per the payment plan, then in such case, the allottee shall be liable to pay interest at the prescribed rate under rule 15 of The Haryana Real Estate (Regulations and Development) Rules, 2017.
- 1.8 On offer of possession of the unit, the balance total unpaid amount shall be paid by you and thereafter you will execute the conveyance deed within 3 months as per provisions of Act/Rules.
- 1.9 The stamp duty and registration charges will be payable by you at the time of registering the conveyance deed with the Sub Registrar office, Gurugram. No administrative charges shall be levied by the promoters.
- 1.10 Interest as applicable on installment will be paid extra along with each installment.

2. MODE OF PAYMENT

- 2.1 In case the above terms & conditions are acceptable to you, then you are advised to submit your consent in writing in this office along with Rs.____ towards 25% of the total cost of the unit, in this office through Cheque / Demand Draft/RTGS drawn in favour of 'Promoter Name' payable at _____and sign the 'Agreement for Sale' within __ days from the date of issue of this allotment letter .
- 2.2 All cheques/demand drafts must be drawn in favour of "Promoter Name".
- 2.3 Name and contact number of the allottee shall be written on the reverse of the cheque/demand draft.

NOTE: In case allottee think any of the condition so non reasonable, not reasonable, not suitable to him he expect any modification from the promoter

In case if the promoter does not modify the terms and conditions may approach the authority. The authority shall evaluate whether the request of the allottee is in consonances with the act

3. NOTICES

- a. All the notices shall be deemed to have been duly served if sent to the Allottee by registered post at the address given by the allottee to us and email Id provided in the application form.
- b. You will inform us of any change in your address, telephone no., email ID for future correspondence.

4. CANCELLATION BY ALLOTTEE

If the allottee fails in submission of consent or seeks cancellation/withdrawal from the project without any fault of the promoter or fails in payment of required additional amount towards total cost of flat and signing of 'agreement for sale' within given time, then the promoter is entitled to forfeit the 10 % of application money paid for the allotment and interest component on delayed payment (payable by the customer for breach of agreement and non payment of any due payable to the promoter). The rate of interest payable by the allottee to the promoter shall be the State Bank of India highest marginal cost of lending rate plus two percent. The balance amount of money paid by the allottee shall be returned within ninety days of such cancellation.

5. COMPENSATION

Compensation shall be payable by the promoter to the allottee as per provisions of the Act as adjudged by the adjudication officer in the manner as provided in the Act/Rules.

6. SIGNING OF AGREEMENT FOR SALE

- a. The promoter and allottee will sign "agreement for sale" within __days of allotment of this unit.
- b. That you are required to be present in person in the office of_____, on any working day during office hours to sign the '**agreement for sale**' within __ days.
- c. All the terms and conditions mentioned in the draft agreement for sale as notified in pursuance of section_____ of the Haryana real estate(regulation and development)by government of Haryana vide_____date_____.

7. CONVEYANCE OF THE SAID UNIT

The promoter on receipt of total price of unit for residential/commercial/industrial/IT colony along with parking (if applicable), will execute a conveyance deed in favour of

allottee(s) within three months and no administrative charges will be charged from the allottee except stamp duty.

Best Wishes

Thanking You

Yours Faithfully

For (Promoter Name)

(Authorised Signatory)

I/We have read and understood the contents of above communication, accordingly, I/We accept and confirm the same by appending my/our signature(s)

Applicant

Dated:

Documents to be attached along with Allotment Letter

Sr. No	Annexures
1.	Payment plan
2.	Action plan of Schedule of Development (Duly approved by HARERA)
3.	Location Plan
4.	Floor plan of Residential Apartment/Plot/Commercial Unit/IT Unit
5.	Copy of License
6.	Copy of letter of approval of Building Plan
7.	Copy of Environment Clearance
8.	Copy of draft Agreement for Sale
9.	Copy of Board Resolution vide which above signatory was authorized
10.	Specifications (which are part of the Apartment/Plot/Commercial Unit/IT Unit) as per Haryana Building code 2017 or National Building Code
11.	Specifications, amenities, facilities (which are part of the project) as per Haryana Building code 2017 or National Building Code

TIME IS ESSENCE

POSSESSION BY THE ALLOTTEE

If the allottee had deposited between 25-50% of the amount of the total cost of the unit, then the promoter will refund only the earnest money.

If the allottee had deposited more than 50% of the amount of the total cost of the unit, then the promoter will refund the amount till the executing of agreement for sale.

D. PAYMENT PLAN	
HARERA Reg. No	
Project Name	
Project Location	
License No.	
Licensee	
Collaborator	
Phase	
Building Plans approved vide DTCP, Chandigarh, Haryana Memo. No Dated	
Flat No./Plot No./Commercial Unit/IT Unit No.	
Nature of Project	Commercial/Group Housing/Plotted/IT
Category/Type*	
Floor No.	
Name of Block/Tower	
Unit No.	
Plot Area/Carpet Area (sq. ft)	
Rate of allotment (Rs per sq. ft of carpet area)	
Date of Completion of Project	
Tentative Possession Date	
Payment Plan (Inclusive of all charges/fees) (Copy attached)	CLP/ DPP