

# ALLOTMENT LETTER

Ref.: Your Application Form bearing no. \_\_\_\_\_ dated \_\_\_\_\_ (“Application Form”)

**Subject : Allotment of a independent residential floor in the residential colony named as “SHF HOMES” situated in Sector-03, Farukhnagar, Gurugram, Haryana (“Project”) under the Deen Dayal Jan Awas Yojana- Affordable Plotted Housing Policy,2016 of the Town and Country Planning Department, Government of Haryana (“Policy”)**

Customer Code No. [ \_ \_ \_ \_ \_ ]

**Date:**

From	To
M/s SHF SQUARE LLP	<Customer name:>
2nd Floor, 856, Sector-14, Gurugram, Haryana – 122001	<Address:>
<Mobile:>	<Mobile:>
<Email Id:> info@shfsquare.com	<Email id:>

**Details of the allottee:**

ALLOTTEE DETAILS	
Application No. (If any)	
Date	
Name of the Allottee	
Son/Wife/Daughter of (if applicable)	
Nationality	
Address (Correspondence)	
Pin code	
Address (Permanent)	
Pin code	
Website (if any)	
Landline No.	
Mobile No.	
Email	
PAN (Permanent Account No.)	
Aadhar Card No.	

PROJECT DETAILS		
Details of HARERA Registration		Reg. No
		Dated
		Valid Upto: 29.10.2026
Project Name		SHF FLOORS
Project Location		SHF Homes, Sector-03, Farukhnagar of Tehsil- Farukhnagar and District, Gurugram (Haryana).
If project is developed in phases, then, Phase Name		N.A.
Nature of Project		Independent Floors in Affordable Plotted Colony- DDJAY
Proposed date of Completion of the Project		29.10.2026
Proposed date of Possession of the Floor		30.11.2026
License No.		49 of 2017
Name of Licensee		RRD Developers
APPROVAL DETAILS	Details of License approval	49 of 2017
		Memo No.LC-3259/JE(S)/2021/27889
		Dated: 17.07.2017
		Valid Upto : 16.07.2024
	Details of Layout Plans approval	Plot 19 -Memo No V-2109 dated 24/11/2022
		Plot 20 -Memo No V-2111 dated 24/11/2022
		Plot 21 -Memo No V-2115 dated 24/11/2022
		Plot 22 -Memo No V-2113 dated 24/11/2022
		Plot 39 -Memo No V-2117 dated 24/11/2022
		Plot 40 -Memo No V-2119 dated 24/11/2022
		Plot 41 -Memo No V-2123 dated 24/11/2022
		Plot 42 -Memo No V-2121 dated 24/11/2022
		Plot 47 -Memo No V-2125 dated 24/11/2022
		Plot 48 -Memo No V-2131 dated 24/11/2022
		Plot 49 -Memo No V-2129 dated 24/11/2022
		Plot 50 -Memo No V-2127 dated 24/11/2022

Dear Sir/Madam,

This is with reference to your Application Form submitted in this office and other required documents, for allotment of a residential floor in the residential colony named as SHF Homes and independent floor project namely “**SHF Floors**” (“**Project**”) being developed in by M/s. **SHF SQUARE LLP** a Limited Liability Partnership with **LLPIN AAO-2590** incorporated vide pursuant to section 12(1) of the Limited Liability Partnership Act, 2008 rules framed thereunder (“**Promoter**”), on a land parcel admeasuring approximately **1397.78 Sq. Mts** situated in Sector- 03, Farukhnagar Distt. Gurugram (“**Project Land**”) bearing Plot Numbers 19,20,21,22 & 39,40,41,42 & 47,48,49,50.

We are pleased to inform you that you have been allotted a residential independent floor situated on \_\_\_\_\_ Floor of Plot No. \_\_\_\_\_, having built-up area of \_\_\_\_\_ sq. ft. and plot area of \_\_\_\_\_ sq. meters, in the Project with a covered parking for \_\_\_\_\_ cars in the stilt-parking of the said plot (“**PLOT**”) for a total consideration of Rs. \_\_\_\_\_ /- (“**Total Price**”) as per the details given below:

FLOOR AND BOOKING DETAILS		
1	Nature of the Floor	
	Independent Residential Floor under DDJAY plotted Scheme	
2	PLOT	PLOT No.
	Property Category	
	Residential plotted colony( DDJAY)	
3	Plot Area (sq.m)	
4	Floor No	
5	Floor Area	
6	Rate per (sq.m)	
7	Total Consideration amount (inclusive of IDC & EDC, parking charges, PLC, Govt fees/taxes/levies, common areas, Interest free maintenance security, GST)	
	1. Rate: 2. GST: 3. Administrative Charges at the time of issuance of allotment letter: 4. Interest Free Operating Cost Security: 5. Operating Cost/Charges: 6. Stamp Duty: 7. Registration Charges: 8. Administrative Charges at the time of conveyance deed: 9. Charges/fees for Electricity: 10. Any other charge that may be charged from Developer/promoter 11. .... 12. ....	

1. We have received earnest money amount which is not exceeding 10% of the total cost in respect of the above referred floor as per the details given below:

1.	Earnest Money Amount	Amount in Rs:	10%
		(percentage of total consideration value)	
2.	Cheque No/DD No./RTGS		
3.	Dated		
4.	Bank Name		
5.	Branch		
6.	Amount deposited		
7.	Total sale consideration		

## 2. Mode of Booking

1.	Direct/Real estate agent	
2.	If booking is through Real estate agent, then Real estate agent Reg. No	
3.	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)
<b>Bank Details of master account (100%) for payment via RTGS</b>	
Payment in favour of	SHF SQUARE LLP
Account Number	
IFSC Code	

TIME LINKED PAYMENT PLAN		
S.No	Stages of Payment	Percentage
1	At the Time of Booking	10% of BSP or INR 2,00,000 whichever is higher
2	Within 30 days of Booking or Signing of Builder Buyer Agreement whichever is earlier	15% of BSP
3	2 <sup>th</sup> Month	25% of BSP
4	4 <sup>th</sup> Month	25% of BSP
5	6 <sup>th</sup> Month	15% of BSP
6	On Possession	10% of BSP + 100% Additional Charges

CONSTRUCTION LINKED PAYMENT PLAN		
S.No	Stages of Payment	Percentage
1	At the Time of Booking	10% of BSP or INR 2,00,000 whichever is higher
2	Within 30 days of Booking or Signing of Builder Buyer Agreement whichever is earlier	15% of BSP
3	On Completion of 1 <sup>st</sup> slab	15% of BSP
4	On Completion of 3 <sup>rd</sup> slab	15% of BSP + 50% Additional Charges
5	On Completion of 5 <sup>th</sup> slab	20% of BSP + 50% Additional Charges
6	On Completion of Plaster & Flooring	15% of BSP
7	On Possession	10% of BSP

DOWN PAYMENT PLAN		
S.No	Stages of Payment	Percentage
1	At the Time of Booking	10% of BSP or INR 2,00,000 whichever is higher
2	Within 30 days of Booking or Signing of Builder Buyer Agreement whichever is earlier	15% of BSP
3	Within 45 Days	25% & of BSP
4	Within 60 Days	30% of BSP + 100% Additional Charges
5	On Offer of Possession	20% of BSP

Additional Charges include –

1. GST
2. External Electrification Charges
3. EDC + IDC (As applicable)
4. IFMS Charges
5. PLC Charges

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. That the allotment of above floor is subject to the detailed terms & conditions mentioned in the application form and agreement for sale. Although there shall not be any variation in the terms and conditions.
2. Terms & conditions provided in 'agreement for sale' shall be final and binding on both parties subject to any conditions in the allotment letter.
3. The allottee shall not transfer /resale of this floor without prior consent of the promoter till the agreement for sale is registered. Upon issuance of this allotment letter, the allottee shall be liable to pay the consideration value of the floor as shown in the payment plan as annexed.
4. 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.
5. The Total Price includes Taxes (GST and Cess or any other taxes/fees/charges/levies etc. which may be levied, in connection with the development of the Project(s)) paid/payable by the Promoter up to the date of handing over the possession of the floor for residential purpose to the allottee(s) or the competent authority, as the case may be, after obtaining the necessary approvals from competent authority for the purposes of such possession:
6. Provided that, in case there is any change/modification in the taxes/charges/ fees/levies etc., the subsequent amount payable by the
7. That the area of the Floor are as per approved sanctioned/layout plans. If there is any increase in the area which is not more than 5% of the area of the apartment allotted the promoter may demand that from the allottee as per next milestone of the payment plan. All the monetary adjustment shall be made at the same rate per sq. m as per agreement for sale.
8. 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 on the due date at the prescribed rate under rule 15 of the Haryana Real Estate (Regulations and Development) Rules, 2017.
9. On offer of possession of the PLOT, the balance total unpaid amount shall be paid the allottee and thereafter you will execute the conveyance deed within 3 months as per provisions of Act/Rules. The stamp duty and registration charges will be payable by the allottee at the time of registering the conveyance deed with the Sub Registrar Office, Gurugram. Administrative charges of 15,000 shall be levied by the promoters as approved by DTP Gurugram. Interest as applicable on installment will be paid extra along with each installment.

**2. MODE OF PAYMENT**

1. In case the above terms & conditions are acceptable to you, then you are advised to
2. submit your consent in writing in this office along with Rs.            towards 10% of the total
3. cost of the PLOT, 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 .
4. All cheques/demand drafts must be drawn in favour of "SHF Square LLP".
5. Name and contact number of the allottee shall be written on the reverse of the cheque/demand draft.

**NOTE:**

In case allottee thinks 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 consonance with the act

### 3. NOTICES

1. 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.
2. 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 as prescribed under the applicable laws, rules, regulations as amended up-to-date. Details of forfeiture amount has already been given in application form. Interest component on delayed payment (payable by the customer for breach of agreement and non-payment of any due payable to the promoter shall also be forfeited from paid amount. The rate of interest payable by the allottee to the promoter shall be at the prescribed rate under rule 15 of the Haryana Real Estate (Regulations and Development) Rules, 2017. 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 Floor.
- 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 13 of the Real Estate (Regulation and Development) by government vide\_\_\_\_\_date\_\_\_\_\_, Rule 8 of Haryana Real Estate (Regulation and Development) Rules, 2017 by government of Haryana vide\_\_\_\_\_date\_\_\_\_\_.

### 7. CONVEYANCE OF THE SAID INDEPENDENT FLOOR

1. The promoter on receipt of total price of Plot for residential/commercial colony along with parking (if applicable), will execute a conveyance deed in favour of allottee(s) within three months and administrative charges of charges (Rs.15000/-) as approved by DTP Gurugram and applicable taxes/cess etc shall be charged from the allottee.
2. Whenever there is a refund, the refund should be with interest if applicable.
3. At the time of allotment letter, the allottee will pay administrative charges, hence when there is refund then the promoter will deduct the administrative charges, and other applicable charges/ taxes and any other amount. Thereafter refund the rest amount.
4. You are required to pay the requisite stamp duty and registration charges on the Agreement for Sale to be executed between the Promoter and the Allottee and get the same registered with the concerned authority within **5 days** as and when intimated by the Promoter. Any delay in registration of the Agreement for Sale shall be solely at your risk, cost and consequences, the promoter is liable to cancel the allotment letter and fresh application will be applied by the

applicant.

5. If the allottee does not come within 1 month of allotment letter, then it will be deemed to be cancelled.
6. You shall also be liable to pay the applicable government rates, cesses, charges, taxes, etc. of all and any kind by whatever name called, whether levied now or leviable in future, as the case may be, from the date of allotment of the floor till the date of execution and registration of conveyance deed thereof in your name.
7. The allotment of the floor is subject to the terms and conditions stated in the Application Form signed and submitted by you as well as the Agreement for Sale (as per the draft provided to you before submission of the Application Form) to be executed in terms of Section 13 of the Real Estate (Regulation & Development) Act, 2016 and Rules made thereunder by the State Government of Haryana (collectively referred to as "RERA"). The terms and conditions stated in the Application Form shall form an integral part of the Agreement for Sale, and the Agreement for Sale together with the Application Form constitutes the entire agreement with respect to allotment of the floor to you. In case of any inconsistency between the terms of the Application Form and the Agreement for Sale, the terms of the Agreement for Sale shall prevail, be final and binding upon you.

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

Please quote your customer code number in all your future correspondence with us.

For any further assistance, kindly write back to us on **crm@shfsquare.com** or call us on **+91 87459 97977** and we shall be glad to assist you.

Thank you for choosing us to serve you.

Best Wishes

Thanking You

Yours Faithfully

For SHF SQUARE LLP.

**(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:**



### **ANNEXURE-1**

**Documents to be mentioned as link provided by the company**

<b>Sr. No</b>	<b>Annexures</b>
<b>1.</b>	Payment plan
<b>3.</b>	Location Plan
<b>4.</b>	Plan of allotted Floor
<b>8.</b>	Copy of draft Agreement for Sale
<b>9.</b>	Copy of Board Resolution vide which above signatory was authorized
<b>10.</b>	Approved Specifications if any

**ANNEXURE-2**  
**TOTAL PRICE&PAYMENT PLAN**

<b>TIME LINKED PAYMENT PLAN</b>		
<b>S.No</b>	<b>Stages of Payment</b>	<b>Percentage</b>
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<b>4</b>	<b>4<sup>th</sup> Month</b>	25% of BSP
<b>5</b>	<b>6<sup>th</sup> Month</b>	15% of BSP
<b>6</b>	<b>On Offer of Possession</b>	10% of BSP + 100% Additional Charges

<b>CONSTRUCTION LINKED PAYMENT PLAN</b>		
<b>S.No</b>	<b>Stages of Payment</b>	<b>Percentage</b>
<b>1</b>	<b>At the Time of Booking</b>	10% of BSP or INR 2,00,000 whichever is higher
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<b>3</b>	<b>On Completion of 1<sup>st</sup> slab</b>	15% of BSP
<b>4</b>	<b>On Completion of 3<sup>rd</sup> slab</b>	15% of BSP + 50% Additional Charges
<b>5</b>	<b>On Completion of 5<sup>th</sup> slab</b>	20% of BSP + 50% Additional Charges
<b>6</b>	<b>On Completion of Plaster &amp; Flooring</b>	15% of BSP
<b>7</b>	<b>On Offer of Possession</b>	10% of BSP

<b>DOWN PAYMENT PLAN</b>		
<b>S.No</b>	<b>Stages of Payment</b>	<b>Percentage</b>
<b>1</b>	<b>At the Time of Booking</b>	10% of BSP or INR 2,00,000 whichever is higher
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<b>3</b>	<b>Within 45 Days</b>	25% & of BSP
<b>4</b>	<b>Within 60 Days</b>	30% of BSP + 100% Additional Charges
<b>5</b>	<b>On Offer of Possession</b>	20% of BSP

Additional Charges include –

1. GST
2. External Electrification Charges
3. EDC + IDC (As applicable)
4. IFMS Charges
5. PLC Charges

\* In case of failure to pay the same within the timelines mentioned in the letter issued for such allotment, the Allottee shall be liable to pay interest as provided in Rule 15 of the Haryana Real Estate Regulatory Authority, Rules, 2017 as prescribed under the Policy. The Applicant (successful allottee(s)) shall be liable to execute and get registered the Agreement of Sale/Builder Buyer Agreement/BBA as well as to pay the said amount. The Payment s Plan/ Schedule may be preponed if the Occupation/Completion Certificate (OC/CC) is received before the scheduled possession period.