

UPDATED

27/11/21

LIST OF DOCUMENTS REQUIRED FOR TRANSFER OF HOUSE

Application to AWHO

1. The transferee has to write to AWHO for allowing him/her to transfer of the house. Death certificate of the late spouse has to be enclosed with the letter.
2. AWHO will send NOC under a covering letter to the transferee. On receipt of letter from AWHO the following procedure is to be followed.

Documents for AVRWA

1. Apply to chairman AVRWA for processing the documents for transfer of house. Enclose death certificate of the late spouse.
2. AVRWA will hand over the documents for transfer of house as given below.
 - (a) Transferer's Certificate on a Rs 10/- Non judicial stamp paper duly notarized (contents of the certificate is given in the form provided).
 - (b) Application for provisional membership of AVRWA
 - (c) Form for pasting photograph and signature of transferee attested by a Gazetted officer/bank officer
3. Affidavit of transferee on a Rs. 10/- Non judicial stamp paper duly notarized. The form will contain the contents of the affidavit

4. Clearance certificate of ward dues from ward director.

4(a) NOC from Ward Director and certificate by new owner

5. A copy of AWHO letter.

6. Self attested ID proof of transferee and all legal heirs

7. AWHO letter received will contain the following affidavits as Appendix "A" to "C". The value of each affidavit will be given at the bottom of the page. The transferee has to submit a copy of all the Appendix including those of legal heirs to AVRWA. The originals have to be sent to AWHO.

- (a) A copy Appendix A of transferee with a coloured photo duly notarized
- (b) A copy Appendix B of transferee with a coloured photo duly notarized
- (c) A copy Appendix C of transferee with a coloured photo duly notarized
- (d) A copy Appendix B with a coloured photo of legal heirs duly notarized

(The contents of Appendix "A", "B; and "C" is given in AWHO letter received).

8. If all the documents submitted to AVRWA are correct in all respect, AVRWA will issue a No Dues Certificate to the transferee.

Documents for AWHO

1. A covering letter to AWHO as reply to the AWHO letter received which should include the following documents with the letter.
2. Appendix A in original of transferee with a coloured photo duly notarized
3. Appendix B in original of transferee with a coloured photo duly notarized

4. Appendix C in original of transferee with a coloured photo duly notarized
5. Appendix B in original of legal heirs with a coloured photo duly notarized
6. Original AVRWA no dues certificate
7. Self attested ID proof of transferee and legal heirs

Note: The name of the nominee with his/her ID proof has to be mentioned in the covering letter to AWHO

Documents to Noida Authority

1. Covering letter by transferee's with coloured photo addressed to "To, The Chief Executive Officer (Residential), Noida Authority, Sector 6, Noida" which should include the following documents.
2. A copy of the NOC letter received from AWHO
3. A copy of the No Dues Certificate from AVRWA
4. A copy of No Dues Certificate from JAL office
5. Death certificate of the spouse
6. Affidavit from transferee on a Rs 10/- Non judicial stamp paper duly notarized—Annexure I
7. Indemnity bond on a Rs. 100/- Non judicial stamp paper duly notarized – Annexure II
8. Affidavit on a Rs 10/- Non judicial stamp paper by legal heirs duly notarized – Annexure III
9. Performa and signature of transferee from bank – Annexure IV
10. Performa and signature of legal heirs from bank – Annexure IV
11. Self attested ID proof preferably of passport of transferee
12. Self attested ID proof preferably passport of legal heirs
13. Self attested PAN of transferee, and legal heirs

Note: The contents of the various affidavits for Noida Authority should be obtained from Noida Authority

Mutation letter from Noida Authority

Noida Authority will issue two copies of Mutation letter. One copy of the original Mutation letter has to be sent to AWHO (Be careful that the letter meant for AWHO is sent and not the letter meant for the transferee). Make a copy of the Mutation letter meant for the transferee and hand it over to AVRWA.

Note: Please do not make any mistake or over writing/cutting while filling the various forms and affidavits.