PLOT SALE DEED / REGISTRY CHECKLIST
Scheme: _____   Plot no.: _____   Buyer: _____

Use this list before you book the registry date. Tick when done.

A. IDENTITY AND KYC
[ ] Buyer PAN and Aadhaar (self-attested)
[ ] Co-buyer PAN and Aadhaar (if any)
[ ] Developer authorisation / board resolution for signatory
[ ] Photographs of parties as required by the sub-registrar

B. PLOT AND TITLE
[ ] Approved layout / scheme plan extract
[ ] Plot schedule: number, size (sq yd and sq ft), boundaries
[ ] RERA registration number of the scheme
[ ] Title documents / previous chain as required by the lawyer
[ ] Encumbrance / local-body NOC if required in your state

C. MONEY
[ ] Full consideration paid OR balance terms clear in writing
[ ] All payments verified by accounts (not only uploaded)
[ ] Bank loan sanction / DD ready if it is a loan sale
[ ] Stamp duty and registration fee calculation ready

D. DOCUMENTS TO CARRY / UPLOAD
[ ] Agreement to sell (signed / registered as required)
[ ] Allotment letter
[ ] Payment receipts / ledger
[ ] Patta / mutation papers if already available
[ ] ID proofs for witnesses

E. ON THE DAY
[ ] Sub-registrar appointment booked
[ ] Parties and witnesses present with originals
[ ] Demand draft / online payment for stamp / fee as required
[ ] After registration: upload the registered deed on the booking file

Prepared by: _____   Date: ___ / ___ / _____
Checked by: _____   Date: ___ / ___ / _____

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