[DEVELOPER NAME / LETTERHEAD]
POSSESSION LETTER

Letter no.: _____ Date: ___ / ___ / _____

To
Mr / Ms _____
Address: _____

Subject: Possession of Plot no. _____ in _____ (scheme)

Dear Sir / Madam,

1. We hereby hand over vacant physical possession of
   Plot no. _____, size _____ sq yd (_____ sq ft), in the
   residential plotted scheme "_____", to
   Mr / Ms _____ [and co-allottee: _____].

2. Reference: booking / allotment no. _____ dated ___ / ___ / _____;
   agreement to sell dated ___ / ___ / _____;
   sale deed / registered document no. _____ dated ___ / ___ / _____
   (if already registered).

3. The allottee confirms that:
   a) The plot boundaries and size match the allotment / sale deed.
   b) Keys / access (if any) have been received.
   c) Outstanding dues as on the date of possession: ₹ _____
      (or NIL).

4. Development works completed as on this date:
   Roads: Yes / No / Partial Drainage: Yes / No / Partial
   Electricity: Yes / No / Partial Other: _____

For [Developer name] Received by allottee

_____ _____
Authorised signatory Name / signature
Date: ___ / ___ / _____ Date: ___ / ___ / _____

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