

Format
ALLOTMENT LETTER

Allotment Letter Number-

Dated:

To,

Mr/Mrs./Ms.

S/o, W/o, D/o

R/o

(Address)

Telephone/mobile number

Email ID

(Name and address of allottee. Allottee may be an individual, individuals, partnership firm, society, company, Government agency/unit etc.)

Dear Sir/Madam,

Kindly refer to your application dated for allotment of a plot/an apartment/a house/ a shop/ a commercial unit/ building/flat/..... in the Real Estate Project named being developed/to be developed by us as a Developer (name of Developer) on khasra number (s).....in town/revenuevillage.....Pargana.....Tehsil.....District.....
.....The legal and valid ownership of the above land(s) lies with..... (name and address of the land owner(s). As the ownership of the land lies with person(s) different from the promoter/developer itself, therefore a Joint Development agreement/Collaboration Agreement/Development Agreement/.....Agreement dated.....has been executed between me/us as promoter(s) and the land owner(s), copy of which is being annexed herewith. Layout plan/Construction plan and map of the Real Estate Project has been sanctioned by.....(name of the Competent Authority) vide sanction letter number.....dated.....in my/our name or in the name of land owner(s), copy of which is being annexed herewith. Also approval/clearance of.....by.....(name of the concerned authority) has been obtained vide letter no.....dated....., copy of which is attached herewith. In your application you have indicated allotment of your choice/not indicated any choice for allotment.

We have received from you Rs.(Rupees.....only) as the booking amount/first installment for the allotment of plot/apartment/house/shop/commercial unit/building/flat/..... in the above said project.

We are pleased/sorry to inform you that you have been allotted/could not be allotted a plot/apartment/house/shop/commercial unit /building/flat. The number of allotted plot/apartment/house/shop/commercial unit/building/flat/ is..... situated

on floor Block/Tower and having area/carpet area sq.meters. The said plot/apartment/unit is/is not as per your choice.

Some of the essential details of the project are being enumerated herein below for your information, namely-

- 1) Project registration (from RERA)-
Registration No.-
Date-
Validity till date
- 2) Layout approval-
Approval No.-
Date-
Validity till date-
- 3) Map approval-
Approval No.-
Date-
Validity Period (till date)-
- 4) Other approvals (if any)-
Approval no.
Date
Validity till date
- 5) Estimated Project Cost- Rs.
- 6) Project Commencement date-
- 7) Stage wise completion/
Time schedule of project-
- 8) Status of Project Development till date- (1) Physical
Progress
- 9) Land title status- Owned by Promoter(s) (2) Financial
Owned by others Khasra Number(s)-
Town/Village-
Pargana-
Tehsil-
District-
- 10) Details of separate bank account for the project- Name of Bank
Name of Account Holder
Account Number
Total collection till date
Total expenditure till date
Balance Amount in the account
(as on date.....)
- 11) Estimated cost of the plot/apartment/
House/shop/commercial unit/ building

- (excluding taxes) allotted
- 12) Project Completion Date
 - 13) Handing over possession
Time/date
 - 14) Schedule of payment dates-

S.No.	Particulars	Due time	Installment Amount
1.	1 st Installment	At the time of booking	2 percent of the cost of plot/apartment etc. as booking amount
2.	2 nd Installment	at the time of signing the agreement to sell which shall be done within one month of issuing allotment letter and within two months of booking application along with receipt of booking amount	Further 8 percent of the cost of plot/apartment etc.
3.	3 rd Installment	On 20% physical progress of the allotted unit and within 4 months of the allotment letter/agreement for sale	Further 15 percent of the cost of plot/apartment etc.
4.	4 th Installment	On 40% physical progress and within 07 months of date of allotment letter/ agreement for sale	Further 15 percent of the cost of plot/apartment etc.
5.	5 th Installment	On 60% physical progress and within 10 months of date of allotment letter/ agreement for sale	Further 15 percent of the cost of plot/apartment etc.
6.	6 th Installment	On 80% physical progress and within 14 months of date of allotment letter/ agreement for sale	Further 15 percent of the cost of plot/apartment etc.
7.	7 th Installment	On 90% physical progress and within 16	Further 15 percent of the cost of plot/apartment etc.

		months of date of allotment letter/ agreement for sale	
8.	8 th Installment	On 100% physical progress and within 18 months of date of allotment letter/ agreement for sale	Further 10 percent of the cost of plot/apartment etc.
9.	9 th installment	On the date of giving possession and within 19 months of date of allotment letter/ agreement for sale	Further 05 percent of the cost of flat/apartment
10.	Execution and registration of conveyance deed	Immediately after handing over possession and within 20 months of date of allotment letter/ agreement for sale	

- 15) Mode of payment-
Cheques, draft or online transfer of money.
- 16) Delayed Payment of Installment-
Interest from the allottee to the developer of the project for the delayed payment of any installment shall be at the existing SBI highest marginal cost of lending rate plus two percent from the due date for the delayed period.
- 17) Cancellation of allotment-
- i. In case of default in payment of three consecutive installments this allotment may be liable to cancellation. In such case the booking amount* may be forfeited.
 - ii. The allottee may at any stage but prior to completion/handover possession date, withdraw himself from the project and may request for cancellation of the allotment. In such case also the booking amount may be forfeited. The booking amount is also refundable without interest in case of non acceptance of allotment.
 - iii. In both the cases the amount deposited under the installments shall be refunded to the allottee without interest within 45 Days of cancellation.
- 18) Registration, taxes and other charges-
At the time of executing the agreement to sale and conveyance deed all the registration and other charges including incidental expenses as well as taxes (including GST) shall be borne and paid by the allottee.

You have to enter into an Agreement for Sale and the Conveyance deed with us within three months of allotment/one month of the handing over possession respectively in the formats enclosed herewith.

Kindly acknowledge the receipt of the allotment letter and also confirm your acceptance for the said allotment by date.....

Dated

Signature

Name

(Promoter/Director/Partner/Authorized Person etc.

For and on behalf of Developer/promoter, the authorization resolution/letter is being annexed herewith)

*Note -Booking amount is a token amount and should not be more than 2% of the basic sold price of the plot/apartment/house/shop/commercial unit/building/flat etc. and will be adjusted in the sale proceeds.