

Property Services

Required Documents

For Legal Opinion / Valuation / Survey / of Properties

1. Vacant Land

- Copy of **Sale Deed / Title Deed**
- **Encumbrance Certificate** (minimum 30 years)
- **Patta / Khata / RTC / Mutation Records**
- **Land Tax Receipt** (latest)
- **Approved Layout Plan** (if applicable)
- **Survey Sketch & FMB (Field Measurement Book)**
- **Mother Deed** (chain of previous ownership)
- **Legal Heir Certificate** (if inherited property)

2. Apartment / Flat

- **Sale Deed & Mother Deed**
- **Encumbrance Certificate** (minimum 30 years)
- **Construction Agreement** (with builder)
- **Occupancy Certificate (OC) & Completion Certificate (CC)**
- **Approved Building Plan & Land Conversion Certificate**
- **Tax Receipts** (property tax, water, electricity)
- **Patta / Mutation Records**
- **RERA Registration Details** (if applicable)
- **No Objection Certificate (NOC)** from the society or builder

3. Individual House

- **Sale Deed / Gift Deed / Partition Deed**
- **Mother Deed & Prior Title Documents**
- **Encumbrance Certificate** (minimum 30 years)
- **Building Plan Approval & Land Use Certificate**
- **Property Tax Receipts** (latest)
- **Patta / Mutation Records**
- **Occupancy Certificate (OC) & Completion Certificate (CC)**
- **Electricity & Water Bills** (latest)

4. Commercial Complex

- **Sale Deed / Lease Deed**
- **Encumbrance Certificate** (minimum 30 years)
- **Approved Building Plan & Land Conversion Certificate**
- **Completion Certificate (CC) & Occupancy Certificate (OC)**

- **Property Tax Receipts** (latest)
- **Patta / Mutation Records**
- **Trade License & Fire NOC**
- **Rent/Lease Agreements** (if applicable)

5. Company Buildings

- **Sale Deed / Lease Deed**
- **Mother Deed & Chain of Title Documents**
- **Encumbrance Certificate** (minimum 30 years)
- **Approved Building Plan & Land Conversion Certificate**
- **Completion Certificate (CC) & Occupancy Certificate (OC)**
- **Property Tax Receipts** (latest)
- **Company Incorporation Certificate & MOA/AOA**
- **Trade License, GST Registration & Fire NOC**
- **Lease/Rental Agreements** (if applicable)

If you need **NOC, Land Conversion, LPA/DTCP Building Approval, or RERA Registration** services, you may submit the **relevant required documents** as per the **current government-approved process**. Our team will guide you through the necessary steps to ensure compliance with legal and regulatory requirements.