

5.4 Khata Registration, Transfer, Bifurcation and Amalgamation

1. What is Khata?

Khata, in common terms, is an account of property assessment. This statement records details like the size of the property, built-up area, location, etc. It not only identifies your property but also determines the person who is liable to pay the specified property taxes. Obtaining a Khata is important if you need to secure a loan or trade license.

2. Why is Khata acquisition important?

A **Khata document** is necessary in cases where you need to obtain a building license, trade license or loan from banks or other financial institutions. Paying property taxes is compulsory; therefore having a Khata document, for this purpose, is a must.

3. Who is eligible to obtain a Khata?

Anyone (property owners/property holders/landlords) who owns a property which is under the e-city Industrial Township jurisdiction is eligible to obtain a Khata Certificate. Obtaining a Khata Certificate makes the holder liable to pay the property taxes.

4. What is the difference between 'Khata' and a 'Title Deed'?

A Khata is an account of assessment of the property for the purpose of tax payments. A Khata does not confer ownership. The title deed, on the other hand, is a document which confers ownership or title of a given property to the holder or owner.

5. What is a Khata Certificate?

A certificate issued by the ECLITA for the registration of a new property or for the transfer of a property is called as a Khata certificate. A fee of Rs.25 per property is levied for preparing a Khata.

6. What is a Khata Extract?

The Khata Extract holds the property related details like the size of the property, purpose of the property, date of last assessment, annual value, etc. A fee of Rs. 100/- is charged for issuing the Khata Extract.

7. What are the Documents required for property registration in Bangalore?

For Khata registration the following documents have to be submitted along with the filled in registration form (for properties which come under the jurisdiction of e-city Industrial Township Area):

a. For Land type – Revenue pockets / BDA Reconveyed Areas/ Gramathana

1. Title Deed or allotment order or possession certificate
2. Tax paid receipts and Khata details
3. Sketch of the property with the site location and boundaries
4. Improvement charges
5. Encumbrance certificate for vacant sites
6. Flow Chart of Title

b. For Land type – KSSIDC/ KEONICS/ KAIDB Layouts

1. Possession certificate/Title deed
2. Encumbrance certificate for vacant sites
3. Flow Chart of Title

8. In case of agricultural land submit the following documents for Khata registration

1. RTC
2. An affidavit
3. NOC from designated authorities under section 6 of Karnataka SC/ST Act
4. Declaration under the Karnataka Stamps Rules 1977
5. Permanent Account Number (PAN card) issued by the Government

Other documents required for Khata registration include an affidavit, Sanction Plan or Conversion Certificate, Permanent Account Number (PAN card) issued by the Government and Declaration under the Karnataka Stamps Rules 1977 in form 1.

9. What is Khata Transfer?

When the title of the property is transferred from one person to another by way of sale, gift, will or in case of the death of the property owner, is termed as a '**Khata Transfer**'.

10. Following are the important documents required for Khata Transfer:

1. Title deed

2. Tax paid receipts
3. Death certificate if application is happening due to death
4. Affidavit declaring that applicant is a legal heir of the deceased Khatedar
5. Paid up improvement charges receipt

11. What is Khata bifurcation or amalgamation of Khata?

The process wherein the property is divided into two or more parts is called as 'Bifurcation of Khata'

12. Following are the important documents needed for Khata Bifurcation:

1. Title deed
2. Tax paid receipts – up to date
3. Sketch showing the to-be amalgamated or bifurcated property with boundaries and measurement
4. Paid up improvement charges receipt
5. Flow chart of title

13. What is the procedure to register, transfer and bifurcate Khata?

1. Obtain a notarized copy of your sales deed which is attested by a noteworthy notary.
2. Obtain an encumbrance certificate for the property by carrying a copy of the sales deed.
3. Obtain and fill a Khata registration form.
4. Fill in the Khata registration form and submit it ELCITA Office along with essential documents
5. Every 15 days check the status of your application at the ELCITA Office.
6. If your application has been processed then ELCITA officer will give a personal visit to your property for verification and evaluation.
7. After assessment you are liable to pay a 2% fee (on registration value) towards Khata registration. You will receive a formal statement specifying details of the property like the dimension, tax payable, value as determined by the ELCITA, etc.

Note:

1. The Notary charges for attestation will cost somewhere around Rs.80-100.
2. An Extract Copy is discharged to the applicant within 7 working days.
3. Application cost for a Khata is Rs.10/-
4. Forms for Khata Transfer and Bifurcation are similar to that of Khata registration.
5. Apart from the documents listed above, no other document is required to be submitted to the ELCITA for property registration.
6. A Commercial property is charged twice the tax amount as that of the normal property.
7. Within 1-2 week of paying the Khata registration fee, you are entitled to pay the pending property tax as well.

14. What is the Fee for Khata Registration in Bangalore?

A 2% admin fee on the stamp paper value is chargeable for Khata registration.

15. What are the working hours of the property registration offices in Bangalore?

The Khata registration offices function from 10.00 am – 1.00 pm in the morning and from 2.00 pm – 4.00 pm in the evening.

5.4.1 Process for Khatha Registration

The following documents are required for registration of Khatha for the first time.

Category of Property	Documents to be enclosed with the application
(a) Properties allotted by KEONICS / KAIDB/ KSSIDC	Application in prescribed form ✓ Attested copy of the title deed ✓ Copies of previous tax paid receipts ✓ Possession certificate ✓ Sketch showing the location of Property
(b) Revenue Pockets, Gramathana, high rise buildings	Application in prescribed form ✓ Title documents, flow chart of the title ✓ Copies of previous tax paid receipts ✓ Proof of improvement charges paid ✓ Khatha extract issued by previous authority / local body. ✓ Sketch showing the location and measurements of the property

NOTE: In case of revenue properties where conversion has not been obtained and approval of the competent authority for formation of layout has not been obtained, Khatha Registration will not be done unless they are regularized by the Government. However for the said properties assessment will be made for property tax and entered in the 'B' Register.

5.4.2 Khatha Transfer

The following documents are required for Transfer of Khatha from one person to another based on the documents like sale deed, will, gift deed, family partition, release deed, in respect of properties already having Khatha:-

- ✓ Application in prescribed form
- ✓ Title documents, flow chart of the title
- ✓ Copy of upto date tax paid receipt
- ✓ Affidavit regarding / inheritance / gift / court decree.
- ✓ Original Death certificate in case of Kathadar's death

5.4.3 Khatha Bifurcation

The following documents are required in the case of Bifurcation

- ✓ Application in prescribed form
- ✓ Copies of Registered title deed
- ✓ Tax paid receipts
- ✓ Sketch showing the bifurcation of the property and its measurements
- ✓ NOC from KEONICS / KAIDB if the property is located in KEONICS / KAIDB (for vacant lands)

5.4.4 Khatha Amalgamation

The following documents are required for amalgamation of khatha.

- ✓ Application in prescribed form
- ✓ Copies of Registered title deed
- ✓ Tax paid receipts
- ✓ Sketch showing the amalgamation of the property and its measurements
- ✓ Affidavit regarding proof of blood relationship
- ✓ NOC from KEONICS / KAIDB/ KSSIDC if the property is located in KEONICS / KAIDB(for vacant lands)