

Documents to be produced for New Khata

Sl.No	Details of the documents to be submitted	Remarks Attached / Not
1	Copy of Letter of Allotment	
2	Copy of Possession Certificate	
3	Sale Deed (Notarised)	
4	Copy of Approval by Competent Authority, if any, for change in Land Use.	
5	Copies of Receipts for Property Tax paid to ELCITA for last 3 years	
6	Copy of Khata Extract / Trade Licence, if any, issued by the Panchayat.	
7	Copy of Building Plans as approved by KIADB / KEONICS for the building.	
8	Complete sets of " As –built " drawings duly authenticated by the Owner and Architect registered with BBMP enclosing a copy of Registration Certificate. a) The " As –built " drawings shall contain Area Statement showing floor –wise areas & deviations, if any, between Sanctioned plan areas & As –built plan areas. (b) The " As –built " plans shall provide break –up for areas shown under Non – FAR area. (c) The " As – built " plans shall show the requirement of parking spaces calculated @ 50 Sqm. of Floor Area per car space & parking spaces actually provided with Car parking slots duly numbered.	
9	Photographs showing different views of the Buildings	
10	Locations of structures for Waste water disposal arrangements & Rain –water Harvesting shall be shown in the site plans.	
11	Copies of Consent For Establishment (CFE) obtained from the Karnataka State Pollution Control Board (KSPCB) for establishment of Sewage Treatment Plant.	
12	Copies of Consent For Operation (CFO) obtained from the Karnataka State PollutionControl Board (KSPCB) for operation of Sewage Treatment Plant.	
13	Copies of NOC from the Karnataka State Fire & Emergency Services (KSFES) for Building Height in excess of 15M.	
14	Copies of Final Fire Clearance from the Karnataka State Fire & Emergency Services (KSFES) for Building Height in excess of 15M.	
15	Copies of NOC from Airport Authority for Building Height in excess of 24 M.	
16	Copies of " Occupancy Certificate " for the building.	
17	Encumbrance Certificate – from 01.04.2004 to till date	
18	2% of the Stamp Duty paid at the time of Registration of the Property	
19	Rs.100/- towards Khata Extract	