

Ref.No. \_\_\_\_\_ Date:- \_\_\_\_\_

To,

\_\_\_\_\_

Dear Sir / Madam ,

Re: Booking of one residential flat measuring ..... Sq.ft. **Carpet Area** (with or without car parking space) ..... at .....

We are in receipt of your Application dated \_\_\_\_\_, for Booking of aforesaid Unit along with a Chq No.- \_\_\_\_\_ (**Part**), Dated: \_\_\_\_\_, Drawn on \_\_\_\_\_ for Rs. \_\_\_\_\_ (**Rupees \_\_\_\_\_ Only**) , only as application money.

We are pleased to confirm booking of the unit described below at .....

Residential Unit No.	" _____ "
Floor	_____ -Floor
Block No.	" _____ "
<b>Carpet Area of residential unit</b>	_____ sq. ft.
Built-up area	_____ sq.ft.
Rate per sq. ft. of residential unit	Rs. ___/-
Consideration and cost of Unit	Rs. _____/- (Plus GST)

The agreed amount towards payment of consideration payable by you for the aforesaid residential unit proposed to be booked as above as also other costs, charges and expenses is payable in following manner :

Particular	Amount Payable (Rs.)
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a) On Application	
b) On Allotment	20%
c) On Agreement	10%
d) On Piling	5%
e) On Foundation	5%
f) On Completion of Ground Floor Casting	10%
g) On Completion of First Floor Casting	10%
h) On Completion of Second Floor Casting	10%
i) On Completion of Third Floor Casting	10%
j) On Completion of Fourth Floor Casting	5%
k) On Completion of Brickwork	5%
l) On Completion of Flooring	5%
m) On Completion of Possession	5%
<b>Total :</b>	<b>100%</b>

Legal fees .....

This is to further confirm that you have inspected the original sanction plan, layout plan issued by the Kolkata Municipal Corporation which is also displayed at the project site/ office .

A copy of the specification intended for the Unit to be purchased is annexed to this Letter of Allotment.

The stage-wise time schedule of completion of the Project including facilities like water, sanitation and electricity is also annexed to this Letter of Allotment.

You are requested to make payment of Rs. \_\_\_\_\_ being the applicable amount on allotment within 15 days..

In case you fail to make the payment as aforesaid the allotment of the aforesaid Unit shall automatically stands cancelled and you shall not have any right of whatever nature over the said unit and we shall refund the booking amount after deducting Rs...../- as processing charges and the amount towards GST shall not be refunded since the same will be deposited with the statutory authority concerned.

In token of your acceptance to the booking of the aforesaid Unit on the standard terms and conditions mentioned hereinabove, you are requested to return the duplicate copy of this letter duly signed by you. The Agreement for Sale incorporating the detailed terms and conditions shall be executed in due course.

Thanking You ,

Yours faithfully ,

**For ,.....**

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**I / We Accept**

**Authorized Signatory**

N.B. 1. All payment will be made in favour of “ ..... ” payable at Kolkata.

2. Tax will be applicable on every payment made as per the Govt. norms.