

## ALLOTMENT LETTER DRAFT

Date: xx/xx/xxxx

<Name of the customer>

<Address>

<Contact No.>

Ref: Allotment No: <Application/Reference No.>

Application Form No: <Application Form No.>

Dear Sir / Madam,

Warm Greeting! Congratulation.

A Grand Welcome to "GARNET – GEMS CITY",

Pursuant to the receipt of your Application referred above and relying on your confirmations, representations and assurances to abide by all the terms, conditions and stipulations mentioned in the Application Form signed and accepted by you, we are pleased to inform you that a 'Unit' in "**<Name of the Project>**" has been allotted to you as per the details given below on the term and conditions mentioned hereinafter:

### 1. UNIT DESCRIPTION:

a)	Unit Category	XXXBHK BUNGALOW
b)	Land Area of Unit	XXX Cottah
c)	Built-up Area of Unit (Sq. Ft.)	XXX
d)	Lawn Area & Open Area(Sq.Ft.)	XXX
e)	Bungalow No.	XXX
f)	Cluster	XXX
g)	Car Parking Space	XXX

### 2. SALE PRICE AND PAYMENT SCHEDULE (Kindly refer to Annexure – A)

a)	Sale Price	Rs. XXX/-
b)	Application Money Received:	Rs. XXX/-

3. The allotment of the unit is subject to the adherence and fulfilment of all the terms and conditions as mentioned in the allotment letter as well as in the Application Form. It is hereby clarified that the allotment letter of the unit shall be governed by the provisions of this allotment letter as well as by the provisions of the Application Form and that such Application Form shall at all times be read and construed as part and parcel of this allotment letter.
4. The above sell price does not include and is exclusive of the advance maintenance charges, corpus deposit, stamp duty, registration fee, legal charges, Generator Fees, Transformer Charges, utility deposit (to be made to the concern government agencies/ service provider on actuals) and GST, other taxes, duties and levies as fully and particularly mentioned in the payment schedule. Annexed herewith and marked as "Annexure – A"
5. We have annexed herewith and marked as "Annexure – B", the details cost structure and payment schedule of Other Charges to be paid by the Allottee.
6. We have annexed herewith and marked as "Annexure – C", the Demand note for balance of Booking Money in conformity with the payment schedule. You are requested to make the prompt payment of the balance of the Booking Money.
7. We have annexed herewith and marked as "Annexure – D", the Demand note for Agreement Money in conformity with the payment schedule. You are requested to make the prompt payment of the Agreement Money. The agreement will be signed after the payment of both Booking Money and Agreement Money in full.
8. All payment except Legal Charges should be made by way of Demand Draft/Crossed Cheque/ Pay Order / NEFT/ RTGS/ Favouring "NAME OF THE DEVELOPER" Payable at Kolkata.
9. This allotment is provisional and is subject to your making punctual payment at all amounts in the manner mentioned in the payment schedule and your compliance with the terms of the Allotment Letter and application form.
10. The payment of instalments in confirmative with the payment schedule and the performance, observance and compliance of all the provisions of Application Form by you shall be essence of this allotment.
11. Kindly note that expressions 'Allotment', wherever used herein, shall allow mean provisional allotment will remind so till such time a formal agreement for sale for the unit is executed in pursuance of the terms of the Agreement as per the format of Housing Industry regulatory Act 2017. Kindly note farther that the execution of agreement shall be subject to your making payment of the Booking Money and Agreement Money and submission of necessary KYC Documents.

12. Please acknowledge the receipt of the Allotment letter by signing at the designated place on the duplicate/counter part of this Allotment letter and mail the same to the below mentioned address so as to reach us within fifteen days.
13. Please submit the necessary KYC (Know your customer) documents in accordance with the directions stated in the Application Form, if not submitted already.
14. For outstation cheques, the application charges will be as applicable and the same shall be borne by the allottee.
15. Kindly complete your KYC compliance by furnishing necessary details at the earliest in order to avoid delay in execution of Agreement for Sale with respect to the Unit

Please feel free to contact <NAME OF DEVELOPER SALES REPRESENTATIVE> at <CONTACT NO.> for assistance.

Thanking you and assuring you of our best services at all times.

Yours sincerely,

Authorised Signatory

<DEVELOPER NAME>  
<CIN NO.:DEVELOPER CIN NO.>

Acknowledge by:

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Signature of Allottee

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Signature Joint Allottee

ANNEXURE – A		
Payment Schedule		
XXXBHK Bungalow		
SALE PRICE – Rs. XXX/-		
Sl. No.	Payment Schedule	Amount (Rs.)
1.	Application Money	XXX/-
2	Booking Money (Within 21 days from issuance of Allotment Letter)	XX% + GST (Less Application Money)
2.	Agreement Money (Within 21 days from issuance of Allotment Letter)	XX% + GST
3.	On Completion of Foundation of the Bungalow (Within 21 days of issuance of Demand Letter)	XX% + GST
4.	Completion of Ground Floor Roof Casting of the Bungalow (Within 21 days of issuance of Demand Letter)	XX% + GST
5.	Completion Of 1 <sup>st</sup> Floor Roof Casting (Within 21 days of issuance of Demand Letter)	XX% + GST
6.	Completion of Brick Work of the Bungalow (Within 21 days of Issuance of Demand Letter)	XX% + GST
7.	Completion of Flooring of the Bungalow (Within 21 days of issuance of Demand Letter)	XX% + GST
8.	Completion Of POP, Electrical Fittings, Sanitary m External Paint and Plumbing Fittings of the Bungalow (Within 21 days of issuance of Demand Letter)	XX% + GST
9.	Possession (Within 21 days of issuance of Demand Letter)	XX% + GST

Signature of Allottee

Signature of Joint Allottee

## ANNEXURE – B

OTHER CHARGES				
Sl. No.	Description of Other Charges	Amount (Rs.) (Excluding GST)	Amount (Rs.) (GST)	Amount (Rs.) (Including GST)
1	Generator Charges	XXX	XXX	XXX
2	Transformer Charges	XXX	XXX	XXX
3	Corpus Deposit	XXX	XXX	XXX
4	Advance Maintenance Charges for One year after Possession	XXX	XXX	XXX
5	Association Formation Charge	XXX	XXX	XXX
6	Legal Charges	XXX	XXX	XXX
7	Stamp Duty	At Actual	At Actual	At Actual
8	Registration Charges	At Actual	At Actual	At Actual
9	Other Taxes, Duties and Utility Charges (if any)	At Actual	At Actual	At Actual

## PAYMENT SCHEDULE OF OTHER CHARGES

SL. NO.	OTHER CHARGES	PAYMENT SCHEDULE
1	Generator Charges	On Possession
2	Transformer Charges	On Possession
3	Corpus Deposit	On Possession
4	Advance Maintenance Charges for One year after Possession	On Possession
5	Association Formation Charge	On Possession
6	Legal Charges	XX% on Agreement and XX% on Possession
7	Stamp Duty	As and when demanded by the Company
8	Registration Charges	As and when demanded by the Company
9	Other Taxes, Duties and Utility Charges (if any)	As and when demanded by the Company

Signature of Allottee

Signature of Joint Allottee

**Annexure – C**

To,  
<CUSTOMER NAME>  
<CUSTOMER ADDRESS>  
<CUSTOMER CONTACT NO.>

Date: XX/XX/XXXX

Demand Note No: XXX

Allotment No: XXX

GSTIN of Customer: XXX  
Place of Supply: XXX  
State Code: XXX  
Application Form No. XXX

Dear Sir/ Madam,

**Sub:** Demand note of <UNIT>, measuring <AREA>sq. ft. of standard build-up area and <AREA> sq. ft. of Carpet area on <DETAILS OF UNIT> at Cluster <PROJECT NAME>at <PROJECT ADDRESS>.

We request you to make the payment towards the Booking Money within 21 days from the date of this Demand Note.

	PARTICULAR		AMOUNT (INR)
<b>1</b>	<b>Sale Price</b>		XXX/-
	Booking Money (XX% of Sale Price)		XXX/-
	Less: Application Money paid		XXX/-
	<b>Booking Money Due on Unit (Part -1)</b>		<b>XXX/-</b>
<b>2</b>	<b>Taxes and Duties:</b>	<b>Abatement</b>	<b>AMOUNT(INR)</b>
	Less: XX of Booking Money towards Land Value	XXX	
	<b>NET Taxable Value</b>	XXX	
	CGST @ X%		XXX/-
	SGST @ X%		XXX/-
	Taxes and Duties Due (Part -2)		XXX/-
	<b>Total Outstanding Amount (Part -1 + Part -2)</b>		<b>XXX/-</b>
<b>3</b>	<b>XX% of Legal Charges</b>		<b>XXX/-</b>

All Payments related to Sale Price and taxes and duties thereon should be made by way of Demand Draft/ Crossed Cheque/ NEFT/ RTGS favouring <DEVELOPER NAME> payable at Kolkata.

Payment of Legal Charges should be made by way of Demand Draft/ Crossed Cheque favouring "LAWYER/DEVELOPER NAME" payable at Kolkata.

Assuring you of our best service at all times. Please contact the under signed for further details.

Thank You.

Authorized Signatory

<DEVELOPER NAME>  
CIN NO.<DEVELOPER CIN NO.>  
GSTN Number: <DEVELOPER GST NO>  
PAN Number: <DEVELOPER PAN NO.>

Annexure – D

Date: XX/XX/XXXX

To,  
<CUSTOMER NAME>  
<CUSTOMER ADDRESS>  
<CUSTOMER CONTACT NO.>

Demand Note No: XXX

Allotment No: XXX

GSTIN of Customer: XXX  
Place of Supply: XXX  
State Code: XXX  
Application Form No. XXX

Dear Sir/ Madam,

**Sub:** Demand note of <UNIT>, measuring <AREA>sq. ft. of standard build-up area and <AREA> sq. ft. of Carpet area on <DETAILS OF UNIT>at Cluster <PROJECT NAME>at <PROJECT ADDRESS>.

We request you to make the payment towards the Agreement Money within 21 days from the date of this Demand Note.

	PARTICULAR		AMOUNT (INR)
1	Sale Price		XXX/-
	Agreement Money (XX% of Sale Price)		XXX/-
	<b>Agreement Money Due on Unit (Part -1)</b>		<b>XXX/-</b>
2	<b>Taxes and Duties:</b>	<b>Abatement</b>	<b>AMOUNT(INR)</b>
	Less: XX of Agreement Money towards Land Value	XXX/-	
	<b>NET Taxable Value</b>	XXX/-	
	CGST @ X%		XXX/-
	SGST @ X%		XXX/-
	Taxes and Duties Due (Part -2)		XXX/-
	<b>Total Outstanding Amount (Part -1 + Part -2)</b>		<b>XXX/-</b>

All Payments related to Sale Price and taxes and duties thereon should be made by way of Demand Draft/ Crossed Cheque/ NEFT/ RTGS favouring "DEVELOPER NAME", payable at Kolkata.

Assuring you of our best service at all times. Please contact the under signed for further details.

Thank You

Authorized Signatory

<DEVELOPER NAME>  
CIN NO. <DEVELOPER CIN NO.>  
GSTN Number: <DEVELOPER GST NO>  
PAN Number: <DEVELOPER PAN NO.>