

SUBMISSION OF APPLICATIONS AT THE SINGLE WINDOW

S.NO	Name of Service	Documents to be attached with application
1.	Application for information about outstanding premium/Rent/Fees/other charges etc.	<p>In case of original Allottee</p> <ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Copy of photo identity proof of the applicant <p>In case of Attorney holder</p> <ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Copy of power of Attorney and Agreement to sell (All attorneys beginning from original allottee to current applicant)
2.	Application for transfer of lease hold rights in case of plots	<ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Copy of Lease Deed iii. Copy of possession Letter iv. Copy of photo Identity proof of the applicant v. Copy of Building Permission if issued earlier vi. Copy of power of Attorney and Agreement to sell (All attorneys beginning from original allottee to current applicant) vii. Copy of State Subject Certificate of the applicant viii. Indemnity Bond ix. Affidavit to the effect that he or she is in continuous possession of the plot/house x. Passport size 8photographs xi. Copy of PRC
3.	Application for transfer of licence/lease hold rights of commercial assets	<ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Copy of licence/lease deed iii. Copy of Possession slip iv. Copy of PRC v. Partnership deed vi. Copy of photo identity card, Aadhar card etc vii. Indemnity Bond
4.	Application for execution of lease/Rent Deed	<ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Copies of GR's iii. Copy of PRC of the applicant iv. Copy of photo identity proof of the applicant
5.	Application of possession of property	<ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Registered copy of lease deed in original iii. Copy of photo identity proof of the applicant

6.	Application for Mortgage of property	<ul style="list-style-type: none"> i. Copy of possession letter of the property to be mortgaged ii. Letter from Bank where the applicant has applied for loan iii. Affidavit duly attested by the Notary Public iv. Copy of photo identity proof of the applicant v. GR for Rs. 1000.00 to be paid in SDA main office
7.	Application for renewal of Lease/licence	<ul style="list-style-type: none"> i. Copy of Lease/Licence Deed to be renewed ii. Copy of possession letter iii. Copy of State Subject Certificate of the applicant vi. Copy of photo identity proof of the applicant
8.	Application for issuance of No Dues Certificate (NDC)	<ul style="list-style-type: none"> i. Copy of Allotment Letter ii. Copy of photo identity proof of the applicant iii. GR for Rs. 1000.00 to be paid in SDA main office