

To,
Sh. _____
Flat No. _____
Kendriya Vihar, Ahmedabad.

Dated: ___ - ___ -2007

Subject: Pre-requisites for Execution of Sale Deed of Dwelling Units at Kendriya Vihar, Ahmedabad - regarding

Dear Member,

This is to bring to your kind notice that the proposal for execution of sale deed for the dwelling units has been finalized and has been forwarded to CGEWHO for their perusal and further processing.

In this reference we would like to inform you that the following three documents shall be pre-requisite for the execution of the sale deed.

1. **“NO DUE CERTIFICATE”** from the society with respect to payment of admission fees and monthly maintenance charges since August, 2006 towards your flat in Kendriya Vihar, Ahmedabad and payment of penalties, if any, in case of non-payment or delayed payments. (Refer Para – A for details).
2. **“SHARE CERTIFICATE”** from The Kendriya Vihar Cooperative Housing Service Society Limited. (Refer Para – B for details)
3. **“REQUIREMENTS OF SALE DEED”** INPUT FORM duly filled in CAPITAL LETTERS against dotted lines, enclosed herewith.

A. The society has been collecting monthly maintenance charges since August, 2006. The amount due against your Flat No. _____ is as follows:

Details	Dec'07
Admission fees	
Monthly Maintenance Charges due since _____ @ Rs. _____	
Penalty Amount Period:	
Total Amount Due	

“NO DUE CERTIFICATE” shall be issued only after payment of all pending due amount including that for the share certificate.

(i) The typewise monthly maintenance charges are given below:

DU Type	A-type		B-type		C-type	
	Beneficiary	Tenant	Beneficiary	Tenant	Beneficiary	Tenant
Charges	Rs.200/-	Rs.300/-	Rs.300/-	Rs.400/-	Rs.500/-	Rs.600/-

(ii) Beneficiaries can avail the scheme of getting one month discount on advance payment of yearly maintenance charges but this scheme can be availed only after payment of all dues till date. The amount for advance payments of yearly maintenance charges are as follows:

DU type	A-type	B-type	C-type
Charges	Rs.2200/-	Rs.3300/-	Rs.5500/-

This scheme is available only for beneficiaries who are occupying their flat. **THIS SCHEME IS NOT OPEN TO FLATS WITH TENANT OCCUPANCY.** Hence beneficiaries who have let their flats on rent after availing this scheme shall be required to pay off the difference amount.

(iii) Penalties have been levied @ Rs. 50/- per month incremented @ Rs.50/- for every delayed month for payment of maintenance charges. Penalties are calculated from August, 2006 or date of possession of the flat, whichever is later.

B. All the members of Kendriya Vihar, Ahmedabad shall be required to purchase 5 shares of Rs.50/- each of The Kendriya Vihar Cooperative Housing Service Society Limited and pay Rs.5/- as joining charges amounting to a total of **Rs.255/-**. Against the payment of Rs.255/- the society shall issue the share certificate in the name of the beneficiary which may be collected in person from the society's office.

Mode of Payment :

Payments can be made through demand draft in the name of "The Kendriya Vihar Co-operative Housing Service Society Ltd." payable at Ahmedabad.

OR

Payments can be made through money transfer to A/c No. 29500100005822 of "The Kendriya Vihar Co-operative Housing Service Society Ltd." in Bank of Baroda, Bopal Branch, Ahmedabad – 380058 and providing the transaction information to the society.

You are hereby requested to ensure that above mentioned payments are made well in advance to avoid last minute rush and disappointments. You are also requested to send or bring along the "Requirements of Sale Deed" Input Form duly completed.

Expecting your kind cooperation.

With regards

(Kannan V. Iyer)
Secretary