



PROPERTY CREATION (SINGLE/MULTIPLE /PRIVATE/GOVERNMENT)

PROOF OF ADDRESS (ANY ONE DOCUMENT)

1. Electricity Bill
2. Aadhaar Card
3. Voter Id
4. Driving Licence
5. Passport

PROOF OF IDENTITY (ANY ONE DOCUMENT)

1. Pan Card
2. Aadhaar Card
3. Voter Id
4. Driving Licence
5. Passport

SPECIAL CATEGORY PROOF(ANY ONE DOCUMENT)

1. Service Document
2. Handicap Certificate
3. Below Poverty Line Card
4. Death Certificate
5. General Category Certificate

USAGE PROOF(ANY ONE DOCUMENT)

1. Electricity Bill
2. Trade Licence
3. Institution Registration Document

BUILDING PERMISSION

If Building permit avail, document reqd.

EXEMPTION

Exemption document if available

GEOTAG PHOTO

Property Photo with Geotag which must be less than 2 MB



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APPORTION

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AMALGAMATION

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SPECIAL CATEGORY PROOF(ANY ONE DOCUMENT)

- 1.Service Document
- 2.Handicap Certificate
- 3.Below Poverty Line Card
- 4.Death Certificate
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USAGE PROOF(ANY ONE DOCUMENT)

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SEPARATION

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TRANSFER OWNERSHIP OR MUTATION OF PROPERTY

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REGISTRATION PROOF(ANY ONE DOCUMENT)

- | | |
|---------------------|--------------------------------------|
| 1. Sale Deed | 6. Succession or Death Certificate |
| 2. Gift Deed | 7. Family Settlement |
| 3. Partition Deed | 8. Unregistered Will Deed |
| 4. Court Decree | 9. Correction in Name |
| 5. Property Auction | 10. Change in Owner special category |

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STRUCTURAL CHANGE OF PROPERTY

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APPEAL

DOCUMENTS:-

1. Payment Challan
2. List of documents(Any one document):-
 1. Identity document
 2. Property Related Document
 3. Supporting Document
 4. Notice Copy



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