

Checklist of documents required for title verification of property –

General documents required for every property –

1. Primary documents of title – Title deed /parent deed/ link deeds
2. Mutation records
3. Encumbrances certificate
4. Property tax receipts
5. Approval plans

In addition to these,

□ If the property is agricultural land –

1. RTC
2. Record of Rights
3. Spatial records – survey maps etc.

□ If the property is developed or constructed (flats/ apartments/ independent house)

1. Joint development agreement (if any)
2. Building sanction plan
3. Absolute sale deed/ lease cum sale deed
4. Khata certificate and Khata extract
5. Conversion orders
6. Occupancy certificate
7. Completion certificate
8. RTC extracts (for revenue and converted land)
9. NOC from local authorities
10. Utility bills