

A Step-By-Step Guide To Registering Your Property



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No one ever said that buying a property is an easy task. Top it up with post-purchase formalities and you have a recipe for stress. Allow us to take some of it away by helping you break down the process of property registration.

So, let's get started

Registering lends legitimacy to the transaction and should be done within four months of the date of execution of the sale deed/ gift deed/ transfer deed.

Here is a list of documents you need to get your property title document registered-

any other identity Card issued by Govt. of India, Semi govt. and Autonomous bodies are accepted. In addition to the above, the PAN Card of the vendor and vendee is also required at the time of registration.

3) If the property is under a lease from any development authority or government department, you will need transfer permission from the lessor for registration of the document.

4) In case of agricultural property/ farmland, a No Objection Certificate is also required from the appropriate authority to prove that the property is not subject to any acquisition proceedings.

That's the document part, now let's come to the procedure-

Number one. You need to take prior appointment from the office of concerned sub-registrar under whose jurisdiction the property is situated for registration of Title Deed.

The duly signed copy of duplicate Title Deed along with FORM A needs to be presented at the document counter of the office of sub-registrar along with the e-appointment slip.

Mind you, both the parties i.e. the vendor and the vendee and the two witnesses along with their identification proofs need to be present at the time of registration.

You may also be required to produce past chain of title documents at the time of registration of the title deed.

These documents are then verified by a clerk who takes the thumb and finger impression of both vendor and vendee on the documents

The sub-registrar comes into the picture only after the preliminary examination and formalities are completed. He just verifies the original title documents and ID cards of all parties, takes digital photographs of both the parties along with witnesses and issues a receipt to collect the original title deed.

And your property is registered.

Being a state subject, the registration process may vary from state to state but the basic procedure and documents required would almost be similar.

Also, please bear in mind that the applicable stamp duty has to be paid and stamp paper purchased before you proceed for registration.

And last but not the least, don't forget to get your title documents vetted from a lawyer before you proceed for registration of the property.

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