INSTRUCTIONS TO USE THE MODEL FORMS FOR DOCUMENTATION

1) **These templates are to guide the citizen to prepare document on his own.**
2) **The citizen shall carefully draft the document by incorporating clauses and/or amending/deleting the clauses in the model forms.**
3) **He shall give accurate information regarding parties. There should not be any spelling mistakes. The description of parties should be complete and free from mistakes along with the addresses.**
4) **The flow of title particularly how the present transferor got the title over the scheduled property mentioning link documents, court judgements, inheritance etc shall be mentioned chronologically without any mistakes.**
5) **The scheduled property details shall be given clearly. The description of the property shall be such that it is identifiable according to Registration law and rules made thereunder.**
6) **The consideration and other information affecting the chargeability of the instrument shall be provided correctly and factually so that proper stamp duty and other charges are levied during registration process by the Registering Authority. If there is suppression of facts leading to loss of revenue, then the parties are liable for prosecution besides collecting legitimate revenue from the parties as per law in vogue.**
7) **If parties commit any mistakes in document that may lead for rectification of mistakes by executing a rectification deed subsequently. Therefore, the parties are advised to take all required care and caution during preparation of document to avoid unnecessary round of tours to the offices for getting rectification deed(s) registered.**

DISCLAIMER: DEPARTMENT OWNS NO RESPONSIBILITY FOR THE CLAUSES/COVENANTS USED IN THE MODEL DOCUMENTS. IT IS UPTO THE PARTIES TO USE THEM OR MODIFY THEM. THE PARTIES MAY PREPARE DOCUMENT SUITING TO THEIR NEEDS WITHOUT DEPENDING ON THE MODEL DOCUMENTS PROVIDED. DEPARTMENT KNOW THAT EACH TRANSCTION/DOCUMENT IS UNIQUE. THEREFORE, PARTIES ARE ADVISED TO TAKE ALL THE CARE IN PREPARATION OF DOCUMENT TO RECORD LEGAL RIGHTS AND OBLIGATIONS PROPERLY REQUIRED UNDER VARIOUS LAWS.

You may find more information on the above subject by visiting these pages

http://registration.telangana.gov.in/

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ATTESTATION OF SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that We,

SRI. _____***S/o***_____***,*** *aged about __ years, Occupation:* _____*R/o* _____*Village*_____ *Mandal* _____*District, Pincode*_____ ***Aadhar No.***_____*, Mobile NO.* _____

do hereby nominate, constitute and appoint:-

SRI. _____***S/o***_____***,*** *aged about __ years, Occupation:* _____*R/o* _____*Village*_____ *Mandal* _____*District, Pincode*_____ ***Aadhar No.***_____*, Mobile NO.* _____

WHEREAS, We have executed Sale Deed on dated: _____, in respect of the scheduled property in favour of:

SRI. _____***S/o***_____***,*** *aged about __ years, Occupation:* _____*R/o* _____*Village*_____ *Mandal* _____*District, Pincode*_____ ***Aadhar No.***_____*, Mobile NO.* _____

for Value of sale consideration of Rs. _____/- (Rupees _____ only), and We have received the total sale consideration from the Purchaser and delivered the possession of the schedule property to the Purchaser.

WHEREAS, We are Presently residing at _____. And I/We are unable to attend the Sub Registrar Office, _____, where the territorial jurisdiction of the scheduled property locate. As such We are unable to present the said Sale Deed in Sub Registrar Office, _____. Hence, We hereby appoint the SRI. _____S/O _____R/o_____ as our attorney to present, admit the execution and complete the registration of the Sale Deed and other formalities etc., in respect of the Schedule Property.

SCHEDULE OF THE PROPERTY

SCHEDULE OF THE PROPERTY

All that piece and parcel of the open land bearing **Plot No.__, admeasuring an area of ____ Square Yards equivalent to _____ Square Meters, in Survey Nos._____, Situated at _____ Village, _____ Revenue Mandal (_____ District, Under _____ Municipality,** within Registration Sub-District, _____and bounded by:-

NORTH ::

SOUTH ::

EAST ::

WEST ::

IN WITNESS WHEREOF, I the above said executant signed on this _____ day of _____, 20__, in the presence of the following witnesses.

EXECUTANT.

WITNESSES:-

1.

2.

INSTRUCTIONS TO THE EXECUTANT OF THE DOCUMENT

1) The Executants have to sign on each and every page of the Sale Deed and S.P.A. and photo form with black ink pen.

2) The Executants have to put their Left thumb Impressions with black ink in the photo form and affix a pass port size of photographs.

3) The Executants have to send an I.D cum Address Proof of USA

4) Each page of Sale Deed and S.P.A. should be attested by a Notary Public with seal and signature.

5) Two witnesses at USA should also sign on the SPA please do not sign the Sale Deed.