BUILDING/HOUSE (PROPERTY) MUTATION

I) Mode of Payment of Payment of Building Mutation Fee

a) Payment Mode Available in Mee-Seva Centres

AI) a) whenever the title of any person of over House / Building is transferred shall within three months after execution of the instrument of transfer is registered.

b) In the event of death of any person of over House/Building of his/her heir/s with in the year

can apply for mutation application shall be submitted online, and executive Authority of concerned will process and sanctioned as per rules

Remarks – as there is no Fee for Mutation is prescribed

If Gram Panchayat resolves minimum fee for not exceeding below

a) Mutation Fee @ 0.1% of the Document value where it is registered
b) Mutation Fee @ 0.1% of the Market Value where the Mutation Based on Will Deed / Succession Certificate / Legal Heir Certificate etc.
(on Submission of latest market value certificate from the competent authority)

REQUIRED DOCUMENTS

1	ID Proof / Address Proof
2	Document of Transfer of Property for Items shown in Sl No. (7) along with Link Document or (8) Title Deed Conforming the absolute Ownership of the Transferee (by Inheritance of Ancestral Property Details Death Certificate /Succession Certificate / legal Heir Certificates)
3	Latest Encumbrance Certificate (EC)
4	Property tax receipt up-to-date paid
5	Building Permission Present market Value Certificate (if registration is more than 3 Months)

- **Related GO'S/Proceedings:**
- G.O.Ms.No.282 issued under the old Act (APGP Act, 1964).
- G.O.No.30, PRRD & Relief, dt:20.01.1995,
- G.O.Ms.No. 50, TS-iPASS (Telangana State Industrial Project Approval and Self Certification System) Rules.