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/

GENERAL POWER OF ATTORNEY

Know all men by these present That I,

SRI. _____**S/o**_____**,** aged about __ years, Occupation: _____R/o _____Village_____ Mandal _____District, Pincode_____ **Aadhar No.**_____, Mobile NO. _____
as my true and lawful attorney to do all acts, deeds and things herein after mentioned that is to be my name and on my behalf of. Where as I am away from India and unable to look after my properties and other affairs that I may acquire in future and processing housing loans or any other loan facility from any Nationalized banks/Private/Commercial Banks and Other things incidental hereto hereby appoint my Father:-

SRI. _____**S/o**_____**,** aged about __ years, Occupation: _____R/o _____Village_____ Mandal _____District, Pincode_____ **Aadhar No.**_____, Mobile NO. _____

as my Lawful attorney to do any or all of the following acts, deeds or things in my name and on my behalf.

Contd...2

1. To execute all such necessary agreements/documents that may be required by any of the Nationalized, private/commercial Banks/Financial Institutions/ Life Insurance Corporation of India for sanctioning such Loans.

2. To admit and acknowledge liability under the aforesaid loan obligation to the said Banks/Financial Institutions / Life Insurance Corporation of India.

3. To open operate and close any Bank Accounts in any Nationalized Bank/Private/Commercial Banks and Mortgage the property as security for the Loan.

4. To apply House permissions for concerned authorities.

5. To Mortgage / assign or lien any of my property in favour of any Banks / Financial Institutions / LIC for securing due repayment of any loans obtained on Behalf of me or to be sanctioned to any other persons.

6. To borrow money and to execute and deliver negotiable or Non-negotiable notes therefore with or without security and to loan money and receive negotiable or Non- negotiable notes therefore with such security as she shall deem proper.

7. To execute and sign all such deeds as shall be required or may be deemed proper for or in relation to all or any of the matters or purposes aforesaid.

8. To raise finances for Purchase of Property.

9. To acknowledge my liability and debt.

10. To appear and act in all the Courts, Civil, Revenue or criminal, whether original or appellate in the registration offices and in any other offices of Government or District Board, Municipal Corporation or Notified Area or any other Local Authority.

11. To sign and verify plaints, written statement, petitions of claims and objection of all kinds and to file them in any such court or Office.

12. To apply to courts and offices for copies of document and Papers.

Contd...3

13. To grant leases of my properties.

14. To file suits for rent, recovery of money and ejectment of tenants and when expressly instructed by me other kinds of suit.

15. To take delivery of possession of property in execution of decrees or of property.

16. To appoint any advocate, Vakil, Pleader, Mukther, Revenue Agent or any other local agent practitioner.

17. To compromise , compound or withdrawal cases , to confess judgments and refer cases to arbitration.

18. Generally to act as my attorney or agent in relation to the matters aforesaid and all other matters in which I may be interested or concerned and on my behalf to execute and do all deeds , acts or things as fully and effectual in all respects as my self do if personally present.

19. I hereby for myself, my heirs, executors, administrators and legal representatives ratify and confirm whatsoever my said attorney shall do or purport to do by virtue of all this deed on my behalf .in witness of the aforesaid Principal signed and executed this deed of General Power of Attorney on this the _____ day of _____, 20__, in the presence of the witness mentioned below.

WITNESSESS:- **PRINCIPAL**

1]

2]