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
https://registration.telangana.gov.in/saledeed.htm
https://registration.telangana.gov.in/documentpreparation.htm

SALE DEED FOR HOUSE

THIS DEED OF SALE is made and executed on this the _____ day of _year by

Sri _____ S/o, D/o, W/o.
aged about years, Occupation.
Resident of Door No.
_____ ,
Represented by his / her agent
Being minor represented by Father/Mother/Brother/Guardian

S/o, _____ D/o, _____ W/o. _____
aged about years,
Sri Occupation:
Residing at under general / special
power of attorney dated _____Registered as Document Number_____ of Year_____ Book - I / IV of RO/SRO .

(Hereinafter called the **"VENDOR"**)

IN FAVOUR OF

Sri _____ S/o, D/o, W/o.
aged about years, Occupation:
Resident of Door No. ,

_____ ,
Being minor
represented by Father/Mother/Brother/Guardian

_____S/o, D/o, W/o.
Sri
aged about years, Occupation:
Residing at_____

(Hereinafter called the **“VENDEE”**)

The terms “VENDOR” and “VENDEE” herein used shall wherever the context so admits mean and include their respective heirs, executors, successors, legal representatives, administrators and assignees etc.,

WHEREAS the Vendor is the sole and absolute owner of the House bearing House No. _____ in Survey No. _____ constructed on Plot No._____ situated at Village, Mandal, District, which was inherited / having acquired through a Sale/Gift/Gift Settlement /Partition / will Deed Registered as Document No. of S.R.O.

copied in Volume No._____at Page _____.

WHEREAS the Vendor has offered to sell the said scheduled property for a consideration of Rs. _____and the Vendee has agreed to purchase the same. The consideration of Rs._____has already been paid to the Vendor by the Vendee and the Vendor acknowledges the receipt of the same.

WHEREAS the Vendor has received the said consideration as follows:

NOW THEREFORE this Deed of Sale witnesses as follows:

In consideration of the sum of Rs. _____ already received by the Vendor from the Vendee the said Vendor as absolute owner of the said property

the said property changed in the name of the Vendee in Revenue Records.

described in the schedule hereto and more clearly delineated in the plan annexed hereto shown in red colour does hereby transfer, convey and assign free from encumbrances all the said property to hold the same to the said Vendee as absolute owner together with appurtenances belonging hereto and all the estate, right, title, interest and claim whatsoever of the Vendor in or to the said property hereby conveyed. The Vendee shall hold and enjoy the same as absolute owner.

The Vendor hereby covenants with the Vendee as follows:

1. The said property shall be quietly entered into and upon by the Vendee who shall hold and enjoy the same as absolute owner without any interruption from the Vendor or any persons claiming through the Vendor

2. The Vendor has given vacant possession of the said property to the Vendee.

3. The Vendor has paid all taxes etc., payable on the said property upto date and the Vendee will have to pay such taxes etc., payable hereafter.

4. The property is free from all encumbrances, charges, mortgages, prior assignments of sale or lease hold or court attachments and it is not subject to any other litigation.

5. The previous title deeds relating to the said property hereby handed over to the Vendee.

6. The Vendor hereby agrees to co-operate with the Vendee to get the title of

7. The Vendor does hereby further agree with the Vendee at all times hereafter at the cost of the Vendee to do and execute all such lawful acts, deeds and things for further and more perfectly assuring the said property to the Vendee according to the true intent and meaning of this deed.

8. The Vendor does hereby agree to keep indemnified the Vendee from and against all losses, costs, damages and expenses, which the Vendee may sustain by reason of anybody to the said property.

9. The land on which the house was constructed is not an assigned land within the meaning of A.P. Assigned lands (Prohibition of Transfers) Act. No.9 of 1977 and it does not belong to or under mortgage to Government agencies or their undertakings.

(Annexure. IA to be attached to the document)

SCHEDULE OF PROPERTY

All that the piece and parcel of house admeasuring_____sq. yards or_____sq. mts consisting of_____sft of built up area_____ floor with_____, bearing Door Number_____situated in Ward No._____Block No._____in_____Corporation / Municipality_____Village

the said property changed in the name of the Vendee in Revenue Records.

_____Sub District_____Registration District bounded by:

NORTH :

SOUTH :

EAST :

WEST :

More fully shown in
red colour in the

plan annexed
hereto.

IN WITNESS WHEREOF, the Vendor hereunto has set his hand to this Deed of Sale with his free will and sound mind on the day, month and year first above mentioned in the presence of the following witnesses.

SIGNATURE OF THE VENDOR

WITNESSES :

1.

2.