

**Deviation of Model Form highlighted in GREY COLOUR**  
**Modifications/ Additional clauses highlighted in YELLOW COLOUR**

**ANNEXURE 'I'**

**MODEL FORM OF ALLOTMENT LETTER**

Note: - i) For compliance of the provisions of clause (g) of sub-section (2) of section 4 of the Real Estate (Regulation and Development) Act, 2016 (the Act), the proforma of the allotment letter to be uploaded along with the application for registration of the real estate project shall be as per this model form of allotment letter.

ii) It shall be mandatory to issue allotment letter in this format whenever a sum not more than 10% (ten per cent) of the cost of the apartment, plot or building as the case may be, is collected as deposit or advance.

**ALLOTMENT LETTER**

No.

Date:

To, Mr./Mrs./Ms.....

R/o.....

(Address)

Telephone/Mobile number.....

Pan Card No.:

Aadhar Card No.:

Email ID:

**Sub:** Your request received vide application form recorded on \_\_\_\_\_ (“**Application Form**”) for allotment of Flat/Retail Unit in the project known as “Godrej Eternal Palms” having MahaRERA Registration No. \_\_\_\_\_

Dear Sir/Madam,

**1. Allotment of the said Flat / Retail Unit:**

This has reference to your request referred at the above subject. In that regard, we have the pleasure to inform that you have been allotted a Flat / Retail Unit bearing No. \_\_\_ admeasuring RERA Carpet area \_\_\_\_\_ sq.mtrs. equivalent to \_\_\_ sq.ft. and Exclusive Areas of the said Flat/Retail Unit admeasuring \_\_\_ square meters equivalent to \_\_\_ sq. ft., situated on \_\_\_ floor in \_\_\_ Towers in the project known as Godrej Eternal Palms having MahaRERA Registration No. \_\_\_\_\_, hereinafter

referred to as “the said Flat / Retail Unit”, being developed on portion of land bearing admeasuring \_\_\_\_\_ square meters being Plot No. \_\_\_\_\_ situated at \_\_\_\_\_ falling within the jurisdiction of Navi Mumbai Municipal Corporation for a total consideration of Rs. \_\_\_\_\_/- (Rs. \_\_\_\_\_ only) exclusive of GST, stamp duty and registration charges and other charges as set out in the Agreement for Sale to be entered between ourselves and yourselves.

**2. Allotment of garage/covered parking space(s):**

Further I/ we have the pleasure to inform you that you have been allotted along exclusive right to use with the said Flat/Retail Unit, garage/covered car parking space at [•]level basement/podium/stilt/mechanical car parking unit bearing No. [•]admeasuring [•]sq.ft. having [•]ft. length x [•]ft. breadth x [•]ft. vertical clearance or open car parking space without consideration bearing No. [•]admeasuring [•]sq.ft. having [•]ft. length x [•]ft. breadth situated at ground/ podium level on the terms and conditions as shall be enumerated in the agreement for sale to be entered into between ourselves and yourselves. Being constructed in the layout for the consideration of Rs. \_\_\_\_\_.

OR

Further I/ We have the pleasure to inform you that you have been allotted given right to use an open car parking bearing No. \_\_\_\_\_ without consideration.

**3.Receipt of part consideration:**

I / we confirm to have received from you an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), (*this amount shall not be more than 10% of the cost of the said Flat/Retail Unit*) being \_\_\_\_\_% (subject to realization and inclusive of taxes) of the total consideration value of the said Flat/Retail Unit as booking amount / advance payment on dd/mm/yyyy, through \_\_\_\_\_.

Or

**3. Receipt of part consideration:**

A. You have requested us to consider payment of the booking amount/advance payment in stages which request has been accepted by us and accordingly, I/we confirm to have received from you an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being \_\_\_\_\_% of the total consideration value of the said Flat/Retail Unit as booking amount/advance payment on \_\_\_\_\_ through \_\_\_\_\_. The balance \_\_\_\_\_% of the booking amount/advance payment shall be paid by you in the following manner:

a) Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on or before \_\_\_\_\_.

b) Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on or before \_\_\_\_\_.

Note: the total amount accepted under this clause shall not be more than 10% of the cost of the said Flat/Retail Unit.

B. If you fail to make the balance \_\_\_\_\_% of the booking amount/advance amount within the time period stipulated above further action as stated in Clause 12 hereunder written shall be taken by us as against you.

C. The Allottee/s has paid on or before execution of this Agreement a sum of INR. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) (not exceeding 10% of the Total Consideration) as advance payment and hereby agrees to pay to that Promoter the balance amount of INR. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) and shall be deposited in RERA Designated Collection Account, Account no – \_\_\_\_\_, Branch \_\_\_\_\_ having IFS Code \_\_\_\_\_, situated at \_\_\_\_\_. In addition to the above bank account, we have opened in the same bank, RERA Designated Separate Bank Account and RERA Designated Transaction Bank Account having Account No. \_\_\_\_\_ and \_\_\_\_\_ respectively.

#### 4. Disclosures of information:

I/ We have made available to you the following information namely: -

- i. The sanctioned plans, layout plans, along with specifications, approved by the competent authority are displayed at the project site and has also been uploaded on MahaRERA website.
- ii. The stage wise time schedule of completion of the project, including the provisions for civic infrastructure like water, sanitation and electricity is as stated in **Annexure - A** attached herewith and
- iii. The website address of MahaRERA is <https://maharera.maharashtra.gov.in/>

#### 5. Encumbrances:

I/ We hereby confirm that the said Flat/Retail Unit is free from all encumbrances and I/we hereby further confirm that no encumbrances shall be created on the said Flat/Retail Unit.

#### 6. Further payments:

Further payments towards the consideration of the said Flat/Retail Unit as well as of the ~~garage(s)/covered parking space(s)~~ shall be made by you, in the manner and at the times as well as on the terms and conditions as more specifically enumerated / stated in the agreement for sale to be entered into between ourselves and yourselves.

#### 7. Possession:

The said Flat/Retail Unit along with the ~~garage(s)/covered parking spaces(s)~~ shall be handed over to you on or before \_\_\_\_\_ subject to the payment of the consideration amount of the said Flat/Retail Unit as well as of the ~~garage(s)/covered parking space(s)~~ in the manner and at the times well as per the terms and conditions as more specifically enumerated stated in the agreement for sale to be entered into between ourselves and yourselves.

#### 8. Interest payment:

In case of delay in making any payments, you shall be liable to pay interest at the rate which shall be the State Bank of India highest Marginal Cost of Lending Rate plus two percent.

#### 9. Cancellation of allotment:

- i. In case you desire to cancel the booking an amount mentioned in the Table hereunder written would be deducted and the balance amount (if any) due and payable shall be refunded to you without interest within 60 days from the date of receipt of your letter in prescribed format requesting to cancel the said booking along with any other document which may be called up.

Sr. No.	If the letter requesting to cancel the booking is received,	Amount to be deducted
1.	After issuance of the allotment letter and/or application form (as the case maybe)	10% of the cost of the said Flat/Retail unit as Non Refundable Amount along with all costs such as brokerage, taxes etc. at actuals incurred by the Developer (if any).

- ii. In the event the amount due and payable referred in Clause 9 (i) above (if any) is not refunded within 60 days from the date of receipt of your letter requesting to cancel the said booking, you shall be entitled to receive the balance amount with interest calculated at the rate which shall be the State Bank of India highest Marginal Cost of Lending Rate plus two

percent.

**10. Other payments:**

You shall make the payment of GST, stamp duty and registration charges, as applicable and such other payments as more specifically mentioned in the agreement for sale, the proforma whereof is enclosed herewith in terms of Clause 11 hereunder written.

**11. Proforma of the agreement for sale and binding effect:**

The proforma of the agreement for sale to be entered into between ourselves and yourselves is enclosed herewith for your ready reference. Forwarding the proforma of the agreement for sale does not create a binding obligation on the part of ourselves and yourselves until compliance by yourselves of the mandate as stated in Clause 12.

**12. Execution and registration of the agreement for sale:**

- i. You shall execute the agreement for sale and appear for registration of the same before the concerned Sub-Registrar within a period of 30 days from the date of issuance of this letter or within such period as may be communicated to you\* The said period of 30 days can be further extended on our mutual understanding.
- ii. In the event the booking amount collected in stages and if the allottee fails to pay the subsequent stage instalment, the promoter shall serve upon the allottee a notice calling upon the allottee to pay the subsequent stage instalment within 15 (fifteen) days which if not complied, the promoter shall be entitled to cancel this allotment letter. On cancellation of the allotment letter the promoter shall be entitled to forfeit the amount paid by the allottee or such amount as mentioned in the Table enumerated in Clause 9, *whichever is less*. In no event the amount to be forfeited shall exceed the amount mentioned in the above referred Table. Except for the above all the terms and conditions as enumerated in this allotment letter shall be applicable even for cases where booking amount is collected in stages.
- iii. If you fail to execute the agreement for sale and appear for registration of the same before the concerned Sub-Registrar within the stipulated period 30 days from the date of issuance of this letter or within such period as may be communicated to you, I/we shall be entitled to serve upon you a notice calling upon you to execute the agreement for sale and appear for registration of the same within 15 (Fifteen) days, which if not complied, I/we shall be entitled to cancel this allotment letter and further I/we shall be entitled to forfeit an amount not exceeding the amount mentioned in table 9 (i) above and the balance amount if any due and payable shall be refunded without interest within 60 days from the date of expiry of the notice period.
- iv. In the event the balance amount due and payable referred in Clause 12 (ii) above is not refunded within 60 days from the date of expiry of the notice period, you shall be entitled to receive the Balance amount with interest calculated at the rate which shall be the State Bank of India highest Marginal Cost of Lending Rate plus two percent.

**13. Validity of allotment letter:**

This allotment letter shall not be construed to limit your rights and interest upon execution and registration of the agreement for sale between yourselves and ourselves. Cancellation of allotment of the said Flat/Retail Unit thereafter, shall be covered by the terms and conditions of the said registered document.

**14. Headings:**

Headings are inserted for convenience only and shall not affect construction of the various Clauses of this allotment letter.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
(Promoter(s) / Authorized Signatory: \_\_\_\_\_  
(Email Id.) : \_\_\_\_\_  
Date: \_\_\_\_\_

Place: \_\_\_\_\_

**CONFIRMATION & ACKNOWLEDGEMENT**

I/We have read and understood the contents of this allotment letter and the Annexure. I/We hereby agree and accept the terms and conditions as stipulated in this allotment letter.

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Allottee/s)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**ANNEXURE-A**

Stage wise time schedule of completion of the project.

Sr. No.	Stages	Date of Completion
1.	Excavation	
2.	Basements (if any)	
3.	Podiums (if any)	
4.	Plinth	
5.	Stilt (if any)	
6.	Slabs of super structure	
7.	Internal walls, internal plaster, completion of floorings, doors and windows	
8.	Sanitary electrical and water supply fittings with the said Flat/Retail Unit	
9.	Staircase, lifts wells and lobbies at each floor level overhead and underground tanks	
10	External plumbing and external plaster, elevation, completion of terraces with waterproofing	
11	Installation of lifts, water pumps, firefighting fittings and equipment, electrical fittings, mechanical equipment, finishing to entrance lobby/s, plinth protection, paving of areas appurtenant to building / wing, compound wall and all other requirements as may be required to complete project as per specifications in agreement for sale, any other activities.	
12	Internal roads & footpaths, lighting	
13	Water supply	
14	Sewerage (chamber, lines, septic tank, STP)	
15	Storm water drains	
16	Treatment and disposal of sewage and sullage water	
17	Solid waste management and disposal	
18	Water conservation /rain water harvesting	
19	Electrical meter room, sub-station, receiving station	
20	Others	

*\*Note: The timelines mentioned in this Annexure are indicative and shall be amended as per applicable laws. Upon execution and registration of the Agreement for Sale, the timelines mentioned therein will become applicable.*

Promoter(s) /Authorized Signatory