

**[on the letterhead of the Promoter]  
ALLOTMENT LETTER**

No. [●]  
[●]

Date:

To,  
Mr./Mrs./Ms. [●]  
R/o. [●]  
(Address of Allottee)  
Telephone / Mobile Number [●]  
Pan Card No. [●]  
Aadhar Card No. [●]  
Email ID [●]

**Sub: Your request for allotment of flat being Flat No. [●] on [●] floor of the building [●] in the project known as [●] having MahaRERA Registration No. [●] ("Project") being developed on all that piece and parcel of land bearing Final Plot No. 48 of Town Planning Scheme No. IV of Bandra measuring 925 square yards equivalent to 773.39 square metres or thereabouts bearing CTS No. F 1048 and situate on the 6<sup>th</sup> Road, Almeida Park, Bandra (West), Mumbai 400050 in the Registration District and Sub District of Bombay City and Bombay Suburban ("said Land").**

Sir/ Madam,

1. **Allotment of the said Unit:**

This is in reference to your request referred to on the above subject. In that regard, we have the pleasure to inform that you have been allotted a [●] BHK flat bearing No. [●] admeasuring RERA Carpet area \_\_\_\_\_ sq. mts. equivalent to \_\_\_\_\_sq. ft. situated on [●] floor in the building [●] in the Project known as [●] having MahaRERA Registration No. [●] (hereinafter referred to as "**the said Unit**") being developed on the said Land being all that piece and parcel of land bearing Final Plot No. 48 of Town Planning Scheme No. IV of Bandra measuring 925 square yards equivalent to 773.39 square metres or thereabouts bearing CTS No. F 1048 and situate on the 6<sup>th</sup> Road, Almeida Park, Bandra (West), Mumbai 400050 in the Registration District and Sub District of Bombay City and Bombay Suburban for a total consideration of Rs. [●]/- (Rupees [●] only) ("**Consideration**") exclusive of GST, registration charges and stamp duty.

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

Further, we have the pleasure to inform you that you have been allotted along with the said Unit, covered car parking spaces(s) at \_\_\_\_\_ level (basement/podium/stilt/mechanical car parking unit) bearing no. [●] admeasuring [●] square feet having \_\_\_\_\_ feet length x \_\_\_\_\_ feet breadth x \_\_\_\_\_ feet vertical clearance on the

terms and conditions as shall be enumerated in the agreement for sale to be entered into between ourselves and yourselves.

3. **Receipt of part consideration:**

We confirm to have received from you the amount of Rs. [●]/- (Rupees [●] only), being [10%] of the Consideration of the said Unit as booking amount / advance payment on [●], through [●]. The above payment received by me/us has been deposited in RERA Designated Collection Bank Account, \_\_\_\_\_ Bank, \_\_\_\_\_ Branch having IFS Code \_\_\_\_\_ situated at \_\_\_\_\_. In addition to the above bank account, I/we have opened in the same bank, RERA Designated Separate Bank Account and RERA Designated Transaction Bank Account having Account No. \_\_\_\_\_ and \_\_\_\_\_ respectively.

OR

**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 we confirm to have received from you an amount of Rs. \_\_\_\_\_ (in figures) (Rupees \_\_\_\_ in words \_\_\_\_\_ only) being \_\_\_\_% of the total consideration value of the Unit as booking amount/ advance payment on \_\_\_\_\_, through \_\_\_\_\_ [mode of payment]. The balance \_\_\_\_% of the booking amount/ advance payment shall be paid by you in the following manner.

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

(b) Rs. \_\_\_\_ in figures \_\_\_\_\_ (Rupees \_\_\_\_ in words \_\_\_\_\_ only) on or before dd/mm/yyyy.

(c) Rs. \_\_\_\_ in figures \_\_\_\_\_ (Rupees \_\_\_\_ in words \_\_\_\_\_ only) on or before dd/mm/yyyy.

(d) Rs. \_\_\_\_ in figures \_\_\_\_\_ (Rupees \_\_\_\_ in words \_\_\_\_\_ only) on or before dd/mm/yyyy.

B. If you fail to make the balance \_\_\_\_% of the booking amount/ advance payment 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 above payment received by us have been deposited in RERA Designated Collection Bank Account, \_\_\_\_\_ Bank, \_\_\_\_\_ 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. **Disclosure of information:**

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

- (a) The sanctioned plans, layout plans, along with specifications, approved by the competent authority are displayed at the Project site and have also been uploaded on MahaRERA website,
- (b) 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
- (c) the website address is <https://mahareramahaonline.gov.in/>

5. **Encumbrance:**

We hereby confirm that the said Unit is free from all encumbrances, and we hereby further confirm that no encumbrances shall be created on the said Unit

**OR**

We have created the following encumbrance(s) attached with caveats as enumerated hereunder on the said Unit:

[            ]

6. **Further payments:**

Further payments towards the Consideration of the said Unit as well as of the covered car 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 us and yourselves.

7. **Possession:**

The said Unit along with the covered car parking space(s) shall be handed over to you on or before [●], subject to the payment by you of the Consideration of the said Unit as well as of the covered car parking space(s), in the manner and at the times as 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 thereon at the rate which shall be the State Bank of India's highest Marginal Cost of Lending Rate plus two percent.

9. **Cancellation of allotment:**

- (a) In case you desire to cancel the booking, an amount mentioned in the Table hereunder written\* would be deducted and the balance amount due and payable shall be refunded to you without interest within 45 days from the date of receipt of your letter requesting us to cancel the said booking.

Sr. Nos.	If the letter requesting to cancel the booking is received,	Amount to be deducted
1	within 15 days from issuance of the Allotment Letter;	Nil;
2	within 16 to 30 days from issuance of the	1% of the cost of the

	Allotment Letter;	said Unit;
3	within 31 to 60 days from issuance of the Allotment Letter;	1.5% of the cost of the said Unit;
4	after 61 days from issuance of the Allotment Letter.	2% of the cost of the said Unit.

*\*The amounts deducted shall not exceed the amount mentioned in the table above.*

- (b) In the event the amount due and payable referred in Clause 9 (a) above is not refunded within 45 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:**

- (a) You shall execute the agreement for sale and appear for registration of the same before the concerned Sub-Registrar within a period of 2 months from the date of issuance of this Allotment Letter or within such period as may be communicated to you. \*The said period of 2 months can be further extended on our mutual understanding.

*\*In the event the booking amount is collected in stages and if the allottee fails to pay the subsequent stage installment, the Promoter shall serve upon the allottee a notice calling upon the allottee to pay the subsequent stage installment 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.*

- (b) 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 of 2 months from the date of issuance of this Allotment Letter or within such period communicated to you, 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 days, which if not complied, we shall be entitled to cancel this Allotment Letter and further we shall be entitled to forfeit an amount not exceeding 2% of the Consideration of the said Unit and the balance amount if any due and payable shall be refunded without interest within 45 days from the date of expiry of the notice period.
- (c) In the event the balance amount referred in Clause 12(b) above is not refunded within 45 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 ourselves and yourselves. Cancellation of allotment of the said Unit after the execution of the agreement for sale 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 the construction of the various Clauses of this Allotment Letter.

Signature: \_\_\_\_\_  
Name: Mr. [●]  
(Promoter(s)/ Authorised Signatory)  
Email ID: [●]  
Date: [●]  
Place: Mumbai

**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: Mr. [●]  
(Allottee/s)

Date: [•]  
Place: [•]

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## Annexure "A"

### Stage wise time schedule of completion of the Project

Sr. No.	Particulars	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 within the said Unit	
9.	Staircase, lifts, wells, and lobbies at each floor level overhead and underground water 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 the Project as per specifications in the agreement for sale, any other activities	
12.	Internal roads & footpaths, lighting	
13.	Water supply	
14.	Sewerage (chamber, line, septic tank, STP)	
15.	Storm water drains	
16.	Treatment and disposal of sewage and sullage water	
17.	Solid waste management & disposal	
18.	Water conservation / rainwater harvesting	
19.	Electrical meter room, sub-station, receiving station	
20.	Others	

Signature: \_\_\_\_\_

Name: Mr. [●]  
(Authorized Signatory)