

Date:

To,

\_\_\_\_\_

Telephone/ Mobile number.....

Pan Card No.: \_\_\_\_\_

Aadhar Card No.:

Email ID:

Sub: Your request for allotment of flat in the project known as \_\_\_\_\_ having Maha RERA Registration No. \_\_\_\_\_ dated \_\_\_\_\_  
Sir/ Madam,

1. Allotment of the said unit:

This has reference to your request referred at the above subject. In that regard, I/ we have the pleasure to inform that you have been allotted a \_\_\_\_\_ BHK flat/ Office/Shop bearing No. \_\_\_\_\_ admeasuring RERA Carpet area \_\_\_\_\_ Sq. Mt. equivalent to \_\_\_\_\_ Sq. Ft. situated on \_\_\_\_\_ floor in Building MANJU APARTMENT CO-OPERATIVE HOUSING SOCIETY LIMITED Tower /Block \_\_\_\_\_ /Wing \_\_\_\_\_ in the project known as \_\_\_\_\_ having Maha RERA Registration No. \_\_\_\_\_ dated \_\_\_\_\_ hereinafter referred to as "the said unit", being developed on land bearing C. S. No(s) \_\_\_\_\_ /CTS No(s) 195/86 /Final Plot No(s) \_\_\_\_\_ /Survey No(s) 249 Hissa No(s) 3 /Gat No(s) \_\_\_\_\_ /Khasra No(s) \_\_\_\_\_ / Plot No(s) \_\_\_\_\_ lying and being at \_\_\_\_\_ Village \_\_\_\_\_ Taluka \_\_\_\_\_, Dist. \_\_\_\_\_ admeasuring \_\_\_\_\_ sq. mtrs. for a total consideration of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) exclusive of GST, stamp duty and registration charges.

2. Allotment of parking space(s):

Further I/ we have the pleasure to inform you that you have been allotted along with the said Flat, \_\_\_\_\_ Car Parking slot being slot No. \_\_\_\_\_ in form of Mechanical Tower Car Parking admeasuring \_\_\_\_\_ sq. ft. having ft. length x ft. breath x ft. 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:

I / we confirm to have received from you an amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only) being part payment of the Total Consideration of the said Flat i.e. Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only), (this amount shall not be more than 10% of the cost of the said unit) being \_\_\_\_\_ % of the total consideration value of the said unit as booking

amount /advance payment on \_\_/ \_\_/ \_\_\_\_, through \_\_\_\_\_ mode of payment. The above payment received by me/ us have been deposited in RERA Designated Collection Bank Account, Kotak Mahindra Bank, Andheri-Kurla Bank, Branch having IFS Code KKBK0000651 situated at Ground Floor, Centre Point, J.B. Nager, Andheri-Kurla Road, Mumbai 400059. In addition to the above Collection Bank Account, I/ we have opened in the same bank, RERA Designated Separate Bank Account No. 4149770909 and RERA Designated Transaction Bank Account having Account No. 4148965115.

4. Disclosures of information:

I/ 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 has 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 of MahaRERA is <https://maharera.mahaonline.gov.in/#>

5. Encumbrances:

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

6. Further payments:

Further payments towards the consideration of the said Flat as well as of car Parking 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 along with the Mechanical car parking spaces(s) in tower car parking slot No. \_\_\_ shall be handed over to you on or before \_\_\_\_\_ subject to the payment of the consideration amount of the said Flat as well as of the Car Parking Space in Mechanical Tower 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 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 due and payable shall be refunded to you without interest within 45 days from the date of receipt of your letter requesting to cancel the said booking.

Sr. No.

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 1 to 30 days from issuance of the allotment letter	1% of the cost of the 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

ii. In the event the amount due and payable referred in Clause 9 i) 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:

i) 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 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.

ii) 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 2 months 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 2% of the cost 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.

iii) In the event the balance amount due and payable referred in Clause 12 ii) 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 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 the 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: .....

## 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 within the said units	
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, fire fighting 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 of 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 & disposal	
18	Water conservation / rain water harvesting	
19	Electrical meter room, sub-station, receiving station	
20	Others	

### **Annexure B**

The facilities / amenities provided in the building and / or provided in the common areas and / or in layout as the case may be, shall be specially listed / mentioned in the Second Schedule at the model form of agreement provided at Annexure 'A' under rule 10 of the rules in the manner as enumerated hereunder:

Second Schedule above referred to

#### A.) Description of the common areas provided.

Sr. No	Type of Common Areas Provided	Proposed date of Occupancy Certificate	Proposed Date of Handover for use	Size / Area of the common areas provided
1	Entrance Lobby	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	19 Sq. Mtr.
2	Society Office	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	19.98 Sq. Mtr.
3	Fitness Centre	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	40.50 Sq. Mtr.
4	Servant Toilet Ground Floor	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	1.71 Sq. Mtr.
5	Meter Room	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	6.91 Sq. Mtr.
6	Part terrace above 5 <sup>th</sup> floor	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	85.95 Sq. Mtr.
7	Part terrace above 6 <sup>th</sup> floor	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	125.46 Sq. Mtr.
8	Common Lift Lobby 1 <sup>st</sup> to 6 <sup>th</sup> floor	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	11.30 Sq. Mtr. on each floor.

#### B.) Facilities Amenities provided/to be provided within the building including in the common area of the buildings:

Sr. No	Type of Facilities /	Phase name /	Proposed Date of Occupanc	Proposed Date of Handing	Size / area of the	FSI Utilise d or
.						

	Amenities provided	Number	Year Certificate	Over to the Society / Common Organization	Facilities / Amenities	Free of FSI
1	Fully Furnished Entrance lobby with Air conditioner, CCTV and Intercom Facility	NA	30 <sup>th</sup> March 2027	1 <sup>st</sup> April 2027	19 Sq. Mtr.	FREE
2	Fully Furnished Society Office with Air conditioner and Computer set.				19.98 Sq. Mtr.	FREE
3	Fully Equipped Fitness centre with equipments as per size of the area.				40.50 Sq. Mtr.	FREE
4	Fully functional Servant toilet				1.71 Sq. Mtr.	FREE
5	Decorated part terrace above 5 <sup>th</sup> and 6 <sup>th</sup> floor.				211.41 Sq. Mtrs.	FREE
6	Fully Furnished Common lift lobby 1 <sup>st</sup> to 6 <sup>th</sup> floor				11.30 Sq. Mtrs. Each	FREE

C.) Facilities Amenities provided/to be provided within the layout and/or common area of the layout:

Sr. No.	Type of Facilities / Amenities provided	Phase name / Number	Proposed Date of Occupancy Certificate	Proposed Date of Handing over to the Society / Common Organization	Size / area of the facilities / amenities	FSI Utilised or free of FSI
1	NA	NA	NA	NA	NA	NA
2	NA	NA	NA	NA	NA	NA

D.) The size and the location of the facilities / amenities in form of open spaces (RG / PG etc.) Provided / to be provided within the plot and / or within the layout:

Sr. No.	Type of Open Spaces (RG/PG) to be provided	Phase name / Number	Size open spaces to be provided	Proposed Date of availability for use	Proposed date of handing over to the common organization
1	NA	NA	NA	NA	NA
2	NA	NA	NA	NA	NA

E.) Details and specifications of the lifts:

Sr. No.	Type Lift (passenger/service/stretchers/goods/fire/evacuation/any other)	Total no. of Lifts Provided	Number of passenger or carrying capacity in weights (KG)	Speed (Mtr. / Sec)
1	Passenger	1	10 Passenger (680kg)	1.6 Mtr. / Sec
2	Passenger (stretcher size)	1	15 Passenger (1020kg)	1.6 Mtr. / Sec

Note:

At 'A': to provide the details of the common areas provided for the project.

At 'B': to provide the details of facilities amenities provided/to be provided within the building including in the common area of the buildings

At 'C': to provide the details of facilities amenities provided/to be provided within the layout and/or common area of the layout.

At 'D': to provide the details of the facilities / amenities in form of open spaces (RG / PG etc.) Provided / to be provided within the plot and / or within the layout

At 'E': to provide the details and specifications of the lifts.

Promoter (s) / Authorized  
Signatory

Housiey.com