

Name: Shri/Smt/Ms.

Address for Correspondence:

Dwelling Unit No:

Type:

Name of Housing Scheme:

Primary Regn No:

Scheme Regn No:

Email Address:

To

Managing Director,

Indian Railway Welfare Organization,

Railway Complex, Shivaji Bridge, Behind Shankar Market, New Delhi-

110001.

**Sub: Issue of Conveyance Deed/Sub Lease Deed**

Please arrange to issue draft conveyance deed/sub-lease deed for the above dwelling unit allotted by IRWO to me.

#2A. My spouse Smt./Shri .....is already a co-owner of the above dwelling unit.

#2B. My spouse Shri/Smt..... has expired Death Certificate is enclosed.

#2C. I want to make my spouse Smt./Shri..... a co-owner of the above dwelling unit. The application for co-ownership is enclosed, in the prescribed Annexures D.

**3.** I had taken House Building Advance from Railways and/or loan from .....Bank for the above dwelling unit, which is still outstanding / has been fully repaid (Copy of certificate from the concerned authority duly attested by Gazetted Officer/Notary Public showing clearance of the liability is enclosed). \*

**4.** My contact numbers are as follows:

Landline:

Mobile:

I may be informed when the draft conveyance deed is ready so that I can collect the same.

**5.** Money Receipt No..... dated..... for Rs ..... /-(Including G.S.T 18%) is enclosed.

**6.** Self-attested copy of address proof. (Aadhar card/Driving License/Voter-card/ Passport Copy) is enclosed.

**Strike out whatever is not applicable.**

**#Strike out whatever is not applicable out of 2A, 2B & 2C.**

**2A, 2B & 2C are applicable where deed is sought by the original allottee,**

( )

Allottee

**Encl: As above**

Note

1). In case HBA/loan is outstanding, conveyance/sub-lease deed would be retained by IRWO after registration and would be handed over to the allottee only after the receipt of clearance certificate by IRWO from loan sanctioning authority.

**Documents required for execution of Conveyance Deed:**

1. Duly filled Form H-3, No Objection Certificate (NOC) from the bank (if home loan is fully repaid),
2. No Dues Certificate from the Resident Welfare Association (RWA)
3. Receipt of Processing Fee Payment