**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.**

**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.

Sri

aged about years, 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

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

1. 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.
2. 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.
3. 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

 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 :**