

Covering letter to society from transferor & transferee

From

To

Dear Sir,

Re: Transfer of Flat No. ____ of standing in the names of _____.

With reference to the above we would like to state as under:

We, Mr/Mrs. _____ have purchased the above mentioned Flat No. _____ together with the incidental rights to use and occupy the said Flat on _____ floor of _____ vide agreement for sale dated _____ with the Transferors.

We are herewith enclosing the following documents of transfer.

1. Transferors letter to Society.
2. Transferors letter to BEST.
3. Transferees letter to Society
4. Agreement for sale.
 - a. Copy of Form 37-I filed with the Appropriate Authority.
5. Final Conveyance.
6. Copy of NOC issued by Appropriate Authority.
7. Form No. 20-A & 20-B for obtaining NOC from Society.
8. Form No. 21(I).
9. Undertaking of Stamp Duty by the Transferees.
10. Declaration in support of possession.
11. Form No.24.
12. Form No.25.
13. Indemnity Bond.
14. Special Power Attorney.
15. Form No.22.
16. Form No. 3A.
17. Original Share Certificate.

You are kindly requested to transfer the above mentioned flat in the favour of the transferees at your earliest.

Thanking you,

(Transferors)

(Transferees)

(Transferees)