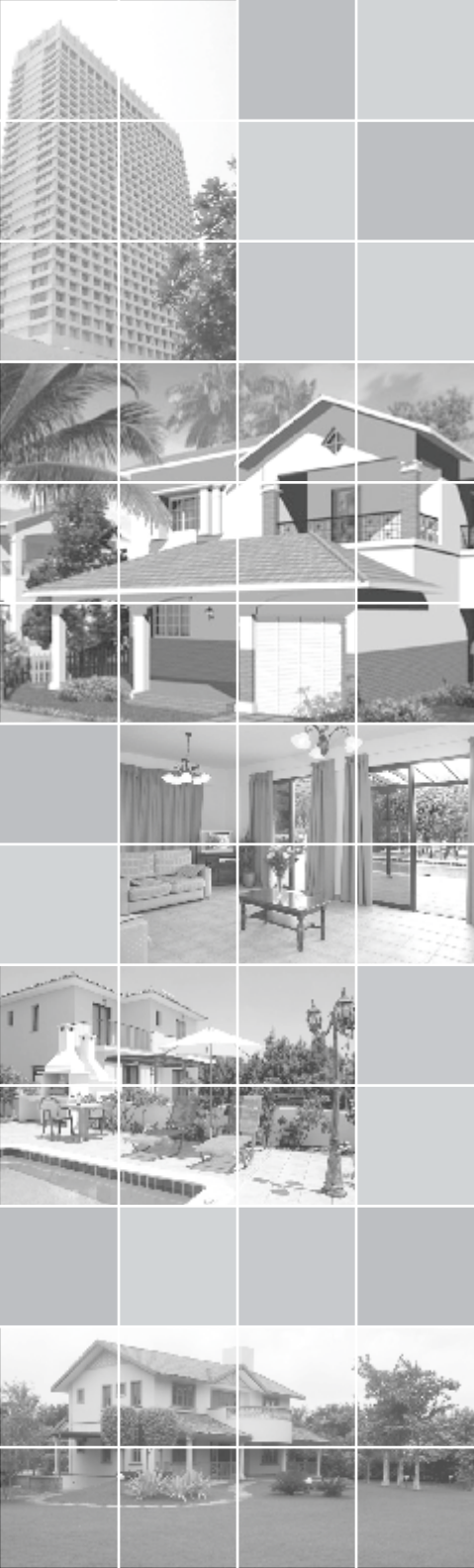


SR



Building Relations in Reality

SELLER'S GUIDE
(Residential Properties)



I N D E X



Why Sell Your Property?.....	1
Stepwise Procedure Of The Deal.....	2
Tips For Easy And Fast Selling.....	4
Concept Of Advertisement.....	6
Letter of Understanding.....	7
General Terms And Conditions.....	8
Letter of Understanding (Space copy).....	9
PIR Form (Space copy).....	11



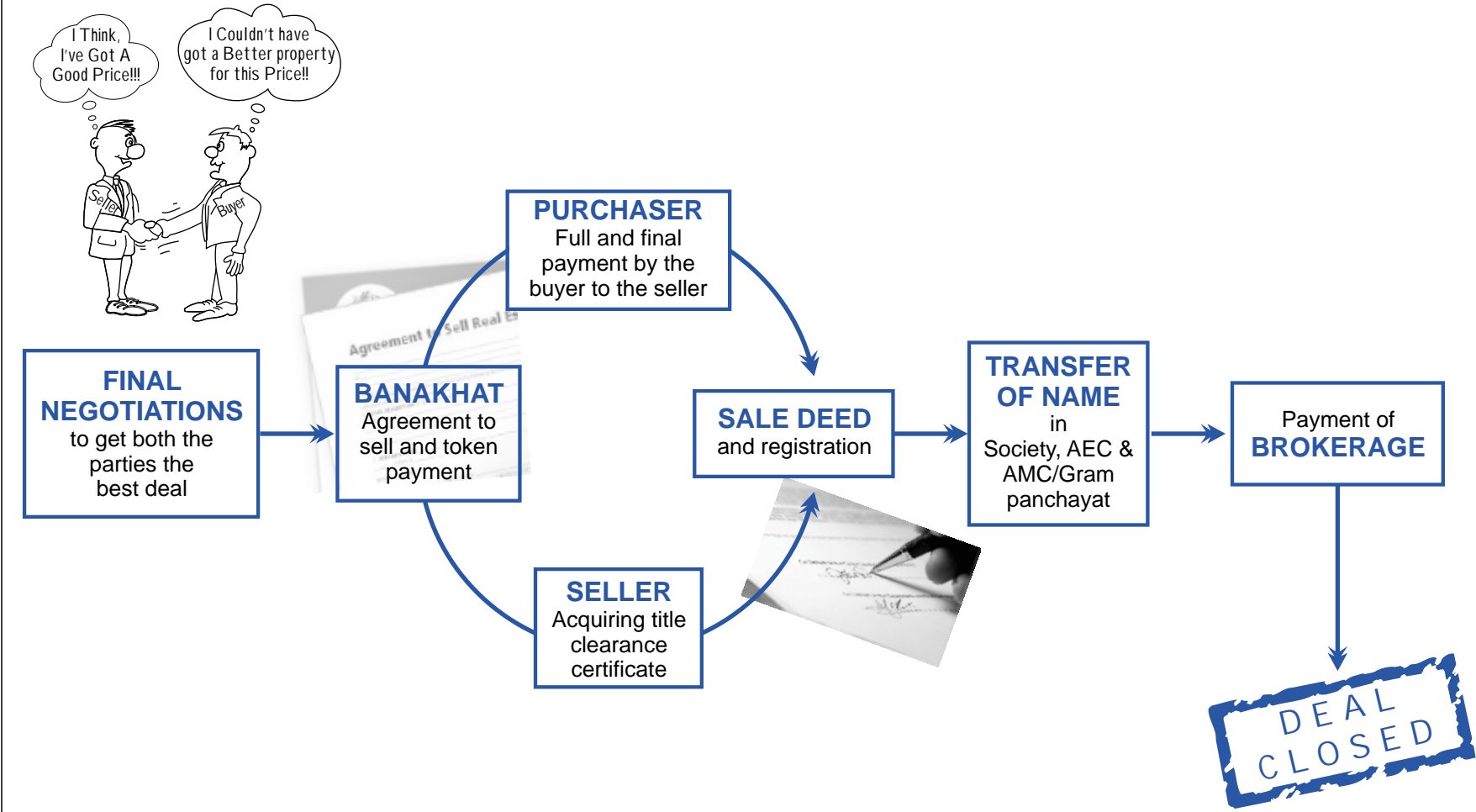
Why Sell Your Property?

- Your residential property has been **lying idle** for a very long time.
- You are facing **problems in letting out** to the right kind of people :
 - ✓ Reliable individuals
 - ✓ Company executives
- You are **unable to fetch the expected rent** on your property.
- You don't see any chances of appreciation on your property, instead it is **turning out to be a liability** due to the following reasons :
 - ✓ Day to day maintenance charges towards its upkeep
 - ✓ Maintenance payable to the society
 - ✓ Repairs, taxes, electricity bills etc.
- You are **moving out of the city** for a long period of time.
- You are **moving into a better premise**.
- The **property** that you currently live in **has become old**.
- There are **better investment options with higher returns** than holding the subject property.

Whatever be the reason for selling your property, **we can help you...**



Step Wise Procedure Of The Deal



Tips For Easy And Fast Selling

 **The two golden rules for selling your property are :**



The price expectations should be rational

The expectation should be in line with the market rates. Although, a premium or a discount is legitimate in accordance with the condition of your property.

Better the property, higher the rates!

The various price determinants are:

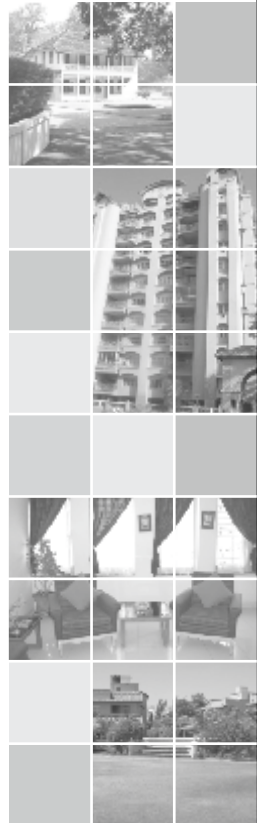
- ✓ **Property Condition**
Factors: Quality of furniture and fixtures, flooring, colour, etc.
- ✓ **Building Condition**
Overall maintenance and construction quality: Plumbing, seepage, cracks, building elevation etc.
- ✓ **Basic Amenities**
Quintessential like: Security, lift, water supply, electricity, fire safety, parking space etc.
- ✓ **Special Amenities**
Exclusivities like: Club house, garden, intercom, gym, children's play area, jogger's track, swimming pool etc.
- ✓ **Vastu Shastra**
It has gained a lot of recognition lately. The design of the house, the direction of entrance, kitchen, master bedroom etc. play a major role in determining the preference, which in turn determines the price.
- ✓ **Floor**
Higher the floor, lesser the price!
- ✓ **Year of Construction**
Newer the construction, better the prices.
- ✓ **Area/Locality**
Positives: Posh area, silent and serene atmosphere, good roads and infrastructure etc.
Negatives: Noisy, polluted, heavy traffic jams, commercial nuisance, etc.
- ✓ **Proximity**
Proximity to a temple, garden, school, market, hospital, airport, railway station have their own price fluctuations attached to it depending on individual preferences.
- ✓ **Neighbourhood**
The kind of people residing in and around the society play a vital role in determining the ambience and environment of the society.



The ownership documents should be clear.

We have comprised a list of documents that are essential to execute the sale of a property. Please go through the following checklist and submit a copy of documents available with you.

1	Share Certificate.	12	Copies of document of purchase of entire land by Body Corporate and Index-2 and receipt of Sub Registrar in respect thereof and all documents executed with document of purchase.
2	Letter - Agreement for allotment of premises.	13	Registration Certificate, Articles and Memorandum - By-laws of Body Corporate.
3	Letter - Agreement for handing over of possession.	14	Copy of Non Agricultural Use Permission or revised Non Agricultural Use Permission of entire land.
4	Receipts of payments made to builder.	15	Certified true copy of Development Agreement, if any between Body Corporate and Developer.
5	Copy of PAN (Permanent Account No.) Card (If property Value is more than Rs. 5,00,000).	16	Latest 7/12 extract (, kE-fkh™kuWCEkhku).
6(a)	No dues from financial institution -if seller has availed loan and it is foreclosed or paid.	17	All entries No. 6 and 8/A (n - °kf).
6(b)	Latest outstanding from financial institution of loan taken-if seller has not repaid it.	18	Village Form No-2 [If NA (Non-Agriculture) order copy is not Available].
7	No Due-cum-No Encumbrance Certificate from society or association.	19	Copies of sanctioned plans (Building Plan & Layout Plan).
8	Latest Receipts of payment of tax - dues of Municipal Corporation / Gram Panchayat.	20	Commencement certificate (hō r [êé).
9	Receipts of payment- dues Electricity Board.	21	Building Use Permission (BU).
10	Receipts of payment - dues Revenue Authority.	22	Title Certificate and detailed Report on Title of Solicitor(s) / Advocate(s).
11	If property has been purchased (but not as Original First member) Document of purchase, Index-2 and Receipt of the sub Registrar issued in respect thereof and all other documents, papers and writings executed simultaneously with the execution of said Document.		



Concept Of Advertisement

Should I spend on an advertisement?

- ✓ When you register your property with us, we show it to only those clients, whose requirements match exactly to your property, i.e. area, size, budget preference, the time of construction, builder's history, whether it is a low rise or a high rise building etc.
- ✓ The advertisement will have the basic details mentioned in it, thus narrowing down our list to serious and genuine buyers.

Why should I involve Space Management?

- 1 Always by your side – since 1984**
Closing the deal is not an easy task. It needs expertise. And **expertise comes from experience!**
- 2 Magnificent Manpower**
We have a **team of professionals** who deal with various clients and their properties every day. They will be **stationed at your property** for two days to identify the potential and genuine clients.
- 3 Creating win-win situations**
An added benefit to have us is that we are a neutral party. We would want both the parties to benefit, hence we shall facilitate **a fair deal for both the parties.**
- 4 Not just service, but value added service**
And the biggest benefit of having us is that after finding a buyer for your property we shall assist you carrying out the **documentation** and **legal formalities** to complete the deal in a smooth manner. We will **give you an end to end solution.**

From,



To,

SPACE MANAGEMENT

SPACE HOUSE
Opp. Crossword,
Near Mithakhali Six Roads,
Navrangpura,
Ahmedabad 380009.

Date : _____

Dear Sir,

Sub: Selling out my property at _____

1. I want to sell the subject mentioned property.
2. I am authorized to sell the subject mentioned property.
3. I authorize Space Management to find suitable client to sell the subject mentioned property.
4. The titles of the property are clear and marketable.
5. Please register my subject mentioned property in your database.
6. I agree to pay you brokerage which is two percent of the total basic cost plus service tax applicable as per government norms.

Thanking You,

Name: _____ **Sign:** _____ **Date:** _____

General Terms And Conditions

Term	Purchaser	Seller
1. Payment Terms	<ul style="list-style-type: none"> ✓ The seller and purchaser mutually decide on a time frame and mode of payment through which the full and final payment shall be made towards the property. ✓ The mode of payment may be through Banker's cheque, Pay Order or Demand Draft as per the convenience of both the parties. 	
	<ul style="list-style-type: none"> ✓ Purchaser will bear all the expenses towards getting title clearance ✓ Solicitor's charges towards preparing all the legal documents and its registration. ✓ Stamp Duty. ✓ Society's/Association's Transfer Fee. ✓ Expenses towards availing home loan. 	<ul style="list-style-type: none"> ✓ Seller will provide all necessary documents required by the purchaser to avail title clearance certificate pertaining to the said property. ✓ The seller will clear all previous dues towards the society, Electricity Company, Local Authority and the financial institution (if applicable) before the sale deed is executed.
2. Token amount	<ul style="list-style-type: none"> ✓ If the general terms are agreeable to the purchaser he will pay a token amount to the seller through Space Management. 	
3. Brokerage	<ul style="list-style-type: none"> ✓ Two percent of the total basic cost plus service tax applicable as per government norms. 	
4. Possession	<ul style="list-style-type: none"> ✓ The possession of the property will be given against realisation of full and final payment. 	
5. Cancellation (Before the sale deed is executed)	<ul style="list-style-type: none"> ✓ If the purchaser cancels the deal, the token amount will be forfeited out of which 25% of the token amount will be paid by seller to Space Management towards its Administrative Expenses. 	<ul style="list-style-type: none"> ✓ If the seller cancels the deal, the full token amount shall be returned to the purchaser. ✓ Plus 25% of the token amount will be payable by the seller to Space Management towards its Administrative Expenses.

I agree to the above terms and conditions,

Name: _____ Sign: _____ Date: _____

From,



To,

SPACE MANAGEMENT

SPACE HOUSE
Opp. Crossword,
Near Mithakhali Six Roads,
Navrangpura,
Ahmedabad 380009.

Date : _____

Dear Sir,

Sub: Selling out my property at _____

1. I want to sell the subject mentioned property.
2. I am authorized to sell the subject mentioned property.
3. I authorize Space Management to find suitable client to sell the subject mentioned property.
4. The titles of the property are clear and marketable.
5. Please register my subject mentioned property in your database.
6. I agree to pay you brokerage which is two percent of the total basic cost plus service tax applicable as per government norms.

Thanking You,

Name: _____ **Sign:** _____ **Date:** _____

General Terms And Conditions

Term	Purchaser	Seller
1. Payment Terms	<ul style="list-style-type: none"> ✓ The seller and purchaser mutually decide on a time frame and mode of payment through which the full and final payment shall be made towards the property. ✓ The mode of payment may be through Banker's cheque, Pay Order or Demand Draft as per the convenience of both the parties. 	
	<ul style="list-style-type: none"> ✓ Purchaser will bear all the expenses towards getting title clearance ✓ Solicitor's charges towards preparing all the legal documents and its registration. ✓ Stamp Duty. ✓ Society's/Association's Transfer Fee. ✓ Expenses towards availing home loan. 	<ul style="list-style-type: none"> ✓ Seller will provide all necessary documents required by the purchaser to avail title clearance certificate pertaining to the said property. ✓ The seller will clear all previous dues towards the society, Electricity Company, Local Authority and the financial institution (if applicable) before the sale deed is executed.
2. Token amount	<ul style="list-style-type: none"> ✓ If the general terms are agreeable to the purchaser he will pay a token amount to the seller through Space Management. 	
3. Brokerage	<ul style="list-style-type: none"> ✓ Two percent of the total basic cost plus service tax applicable as per government norms. 	
4. Possession	<ul style="list-style-type: none"> ✓ The possession of the property will be given against realisation of full and final payment. 	
5. Cancellation (Before the sale deed is executed)	<ul style="list-style-type: none"> ✓ If the purchaser cancels the deal, the token amount will be forfeited out of which 25% of the token amount will be paid by seller to Space Management towards its Administrative Expenses. 	<ul style="list-style-type: none"> ✓ If the seller cancels the deal, the full token amount shall be returned to the purchaser. ✓ Plus 25% of the token amount will be payable by the seller to Space Management towards its Administrative Expenses.

I agree to the above terms and conditions,

Name: _____ Sign: _____ Date: _____

Premises Inspection Report (1/2)

Form No.	Date	PIR	Premises			Person			Price			Priority		
		<input type="checkbox"/> Required	A	B	C	A	B	C	A	B	C	A	B	C
		<input type="checkbox"/> Not required												

Category	<input type="checkbox"/> Flat	<input type="checkbox"/> Tenement	<input type="checkbox"/> Row House	<input type="checkbox"/> Bungalow	<input type="checkbox"/> Plot	<input type="checkbox"/> Land
-----------------	-------------------------------	-----------------------------------	------------------------------------	-----------------------------------	-------------------------------	-------------------------------

Location	
-----------------	--

Premises No.		Premises Name	
Premises Address			
Area	Built up _____ Sq. Feet	Plot _____ Sq. yards	
No. of Bedrooms	Floor No	Year of construction	Possession from
Keys at	<input type="checkbox"/> Space Management	<input type="checkbox"/> At site	<input type="checkbox"/> With caretaker

Contact Information			
Registrants Name			
Address			
Phone Number	(M ₁)	(M ₂)	(O) (R)
e-mail-1	e-mail-2		
Registrant	<input type="checkbox"/> Owner	<input type="checkbox"/> Power of Attorney	<input type="checkbox"/> Caretaker
Reference	<input type="checkbox"/> News Paper /Y Pages	<input type="checkbox"/> Call Centre	<input type="checkbox"/> Internet
	<input type="checkbox"/> Referred by _____ Mob. No. _____		
Reason for Selling			

Particular	A	B	C
Ambience	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Cross ventilation	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Flooring	<input type="checkbox"/> Marble	<input type="checkbox"/> Vitrified Tiles	<input type="checkbox"/> Ceramic
Furnishing	<input type="checkbox"/> Fully Furnished	<input type="checkbox"/> Semi- Furnished	<input type="checkbox"/> Furnished
Light	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Main Door Facing	<input type="checkbox"/> East / North	<input type="checkbox"/> West	<input type="checkbox"/> South
Paint Condition	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Painting	<input type="checkbox"/> Flat/Plastic Paint	<input type="checkbox"/> Distemper	<input type="checkbox"/> White Wash
Parking	<input type="checkbox"/> Allotted	<input type="checkbox"/> Common	<input type="checkbox"/> No
Furniture Condition	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Servant Quarter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Store Room	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water Seepage	<input type="checkbox"/> No	<input type="checkbox"/> Minor	<input type="checkbox"/> Major

Particular	A	B	C
BU Permission	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Building	<input type="checkbox"/> Low Rise	<input type="checkbox"/> High Rise	
Building Maintenance	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Childrens Play Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cleanliness	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Fire Fighting System	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Ground Floor	<input type="checkbox"/> Parking	<input type="checkbox"/> Residence	<input type="checkbox"/> Shops
Lift	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Locality	<input type="checkbox"/> Good	<input type="checkbox"/> OK	<input type="checkbox"/> Poor
Occupancy	<input type="checkbox"/> Fully Occupied	<input type="checkbox"/> Partially Occupied	<input type="checkbox"/> Unoccupied
Security	<input type="checkbox"/> Good	<input type="checkbox"/> Ok	<input type="checkbox"/> Poor

Q U A L I T Y P O L I C Y

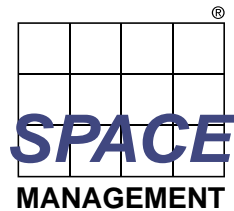


“

Space Management is a professionally managed Real Estate Agency, availing or providing space, to individuals and corporates, for residential or commercial use, on rent or for sale / purchase, ensuring utmost customer satisfaction, by optimizing the use of technology and trained human resource.

”





SPACE MANAGEMENT LIMITED
THE PROFESSIONAL ESTATE AGENCY

SPACE HOUSE, Opp. Crossword,
Near Mithakhali Six Roads,
Navrangpura, Ahmedabad 380009.
Tel: **079 26447788** Fax: **079 26420660**
e-mail: space@spacemanagement.co.in
Visit us at: www.spacemanagement.co.in

SPACE MANAGEMENT
Building Relations in Reality

A-803, 8th floor, **Safal Profitaire**,
Corporate Road, Near Prahladnagar Garden,
Off 100 feet Road, Satellite, Ahmedabad 380015.
Tel: **079 40048008** Fax: **079 40210055**
e-mail: space@spacemanagement.in
Visit us at: www.spacemanagement.in