





QUALITY POLICY

“To be a professionally managed Real Estate Agency, availing or providing space, to individuals or corporates, for residential or commercial use, for rent or for sale/ purchase, ensuring utmost customer satisfaction, by optimising the use of technology and trained human resource”

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Letter Of Understanding (Space Copy)

General Terms and Conditions



WHY SELL YOUR PROPERTY?



- 01 Your residential property has been lying idle for a very long time
- 02 You are facing problems in letting out to the right kind of people
 - **Company Executives**
 - **Reliable Individuals**
- 03 Your property is turning out to be a liability due to the following reasons:
 - **Day to day maintenance charges towards its upkeep**
 - **Common maintenance payable to the society**
 - **Repairs, taxes, electricity bills etc**
- 04 You are moving out of the city for a long period
- 05 You are moving into a better premise
- 06 The property that you currently live in has become old
- 07 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 OF PROCEDURE OF THE DEAL

REGISTER

Your property
with us

EVALUATION

Our executive
will visit your
property for
evaluation

Documents

Submit a copy
of all your
property
documents to
our legal
department

FINAL NEGOTIATIONS

To get both
the parties the
best deal

We will start showing
your property to
OUR CLIENT



We can register
your property on
OUR WEBSITE



We can give an
ADVERTISEMENT
in the newspaper
on your behalf

MATCHING

The right buyer
to your property



TITLE
Acquiring title
clearance certificate



BANAKHAT
Agreement to sell
and token payment

PURCHASER

Full and final
payment by the
buyer to the seller



SALE DEED
and registration



TRANSFER OF NAME
in society, AEC &
AMC/Gram Panchayat

Payment of
BROKERAGE



**DEAL
CLOSED**



TIPS FOR EASY & 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

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.

YEAR OF CONSTRUCTION

Newer the construction, better the prices.

AREA/LOCALITY

Positives: Posh area, silent and serene atmosphere, good roads and infrastructure.

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

1	Share Certificate	15	Copy of Non Agricultural Use Permission or revised Non Agricultural use permission of entire land
2	Letter-Agreement for allotment of premises		
3	Letter-Agreement for handing over of possession	16	Certified true copy of Development agreement, if any between body corporate and developer
4	Receipts of payments made to builder		
5	Copy of PAN (Permanent Account No.) Card (if property value is more than Rs.5,00,000)	17	Latest 7/12 extract or property card
6	No dues from financial institution of loan taken if seller has not repaid it.	18	All entries No.6 and 8/A
7	Latest outstanding from financial institution of loan taken if seller has not repaid it	19	Village form No.2 (If NA- Non-Agriculture order is not available
8	No due-cum-no Encumbrance Certificate from society or association	20	Copies of sanctioned plans (Building Plan & Layout Plan)
9	Latest Receipts of payment of tax- dues of municipal Corporation/ Gram Panchayat	21	Commencement Certificate
10	Receipts of payment- dues Electricity Board	22	Building Use Permission
11	Receipts of payment- dues Revenue Authority	23	Title certificate and detailed report on Title of Solicitor(s) / Advocate(s)
12	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, paper and writings executed simultaneously with the execution of said document.	24	Ashant Dhara if applicable (Disturbed area certificate)
13	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 documents of purchase.	25	Declaration for title to the lawyer
14	Registration Certificate, Articles and Memorandum- By laws of body Corporate	26	Naturalised Power of Attorney if applicable
		27	Car parking Letter if applicable
		28	Any other documents required by purchasers attorney for title clear process
			Sign:

AUTHORISATION LETTER

(Customer Copy)

From: _____

To:
SPACE MANAGEMENT LIMITED
609-610, Pinnacle Business Park,
Opp. Royal Orchid Apartments,
Corporate Road, Prahladnagar,
Satellite, Ahmedabad - 380015

Date: _____

Dear Sir/Madam,

Sub: Selling out my property at _____

1. I want to sell the subject mentioned property at expected _____ price (Negotiable).
2. I am authorised to sell the subject mentioned property.
3. I authorise Space Management to find suitable client to sell the subject mentioned property.
4. The titles of the property are clear and marketable.
5. I agree to pay you brokerage which is ___% of the total basic cost + 18% GST applicable as per government norms.

Thanking You,

Name: _____

Sign: _____

Date: _____

GENERAL TERMS & CONDITIONS

TERMS	PURCHASER	SELLER
1. Payment Terms	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.	
	Purchaser will bear all the expenses towards getting title clearance	Seller will provide all necessary documents required by the purchaser to avail title clearance certificate pertaining to the said property.
	Solicitor's charges towards preparing all the legal documents and its registration.	
	Stamp Duty	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.
Society's/Association's Transfer Fee. Expenses towards availing home loan		
2. Token amount	If the general terms are agreeable to the purchaser he will pay a token amount to the seller through Space Management.	
3. Brokerage	_____ percent of the total basic cost plus GST applicable as per government norms.	
4. Possession	The possession of the property will be given against realisation of full and final payment.	
5. Cancellation	If the purchaser cancels the deal, the token amount will be forfeited out of additional 1% brokerage.	If the seller cancels the deal, the full token amount shall be returned to the purchaser.
		Seller is liable to pay brokerage + 18% GST as agreed upon.

I agree to the above terms & conditions:

Will be payable to Space Management

Name: _____

Sign: _____

Date: _____

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We'd love to hear from you!
E-mail: space@spacemanagement.in
Website: www.spacemanagement.in