



# Property Registration now simple, citizen centric, paperless & time bound

## CHECKLIST PRESCRIBED FOR EACH ARTICLE/ INSTRUMENT FOR HASSLE FREE REGISTRATION: NO SCOPE FOR DISCRETION

### CONVEYANCE/SALE DEED

#### Generic

- Deed Document
- Copy of revenue extract with map/land
- ID proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Valuation of structure.
- Proof of agriculturist in case sale is of agricultural land.
- NoC of SDA/JDA/Local Body/ Panchayat as the case may be
- Proof of TDS filing if transaction is above Rs. 50.00 lakhs.
- Schedule of property
- Original PoA if sale is through PoA with certificate that Principal is alive and PoA still subsists

### AGREEMENT TO SELL CUM POWER OF ATTORNEY

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Valuation of structure
- Proof of agriculturist in case sale is of agricultural land.
- NoC of SDA/JDA as per requirement.
- Schedule of property
- Original PoA if sale is through PoA with certificate that Principal is alive and PoA still subsists.

### EXCHANGE OF PROPERTY

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID Proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Valuation of structure
- Proof of agriculturist in case sale is of agricultural land.
- Schedule of property
- Proof of TDS filing if transaction is above Rs. 50.00 lakhs.
- NoC of SDA/JDA as per requirement .

### FURTHER CHARGE

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- Sanction letter of bank
- Identifier ID proof
- Witness ID proof

### RE-CONVEYANCE OF MORTGAGED PROPERTY

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- Sanction letter of bank
- Identifier ID proof
- Witness ID proof

### RELINQUISHMENT/RELEASE DEED

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Valuation of structure
- Schedule of property

### SETTLEMENT INSTRUMENT OF OR DEED OF DOWER

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Valuation of structure
- Schedule of property

### REVOCATION OF SETTLEMENT

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- Identifier ID proof
- Witness ID proof

### SURRENDER OF LEASE

#### Generic

- Deed
- Letter of surrender from the intending agency/department
- Original Deed Document
- Allotment Order
- First Party ID proof
- Identifier ID proof
- Witness ID proof

### COOPERATIVE SOCIETY HOUSING DEED

#### Generic

- Lease Deed
- Allotment Order
- Second Party ID proof
- Identifier ID proof
- Witness ID proof

#### Specific

- Revenue papers duly attested
- Certificate of Registration of Cooperative Society as per J&K Re-organization Act, 2019.

### FARGATI OR DISINHERITANCE DEED

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- Identifier ID proof
- Witness ID proof

### PERPETUAL LEASE DEED

#### Generic

- Lease Agreement
- Allotment Order (in case of Lease Deed between Government agency and a private party)
- Identity proof of parties
- Residence proof of parties
- Identity proof of Identifier
- Identity proof of Witness

#### Specific

- Copy of revenue extract for private lease

### RATIFICATION OF DOCUMENT

#### Generic

- Deed Document
- Original deed document
- Identity proof of parties
- Identifier ID proof
- Witness ID proof

### RECTIFICATION OF DEED FOR MUTUAL MISTAKE

#### Generic

- Deed Document
- Identity proof of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Revenue documents in case of change in property attributes

### WILL DEED

#### Generic

- Deed document
- ID proof
- Identifier ID proof
- Witness ID proof

### REVOCATION OF WILL DEED

#### Generic

- Deed document
- ID proof
- Identifier ID proof
- Witness ID proof

### DISSOLUTION OF PARTNERSHIP

#### Generic

- Basic partnership deed
- ID proof of parties
- Identifier ID proof
- Witness ID proof

### PARTNERSHIP DEED

#### Generic

- Deed document
- Address proof of partnership
- ID proof of parties
- Identifier ID proof
- Witness ID proof

### SPECIAL POWER OF ATTORNEY OTHER THAN SALE

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof

### GENERAL POWER OF ATTORNEY

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- If the clause of sale is involved, then copy of revenue extract

### REVOCATION OF OR CONCERNING ANY PROPERTY WHEN MADE BY ANY INSTRUMENT OTHER THAN A WILL

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof

### TRUST DEED

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof
- Address proof (office proof)

### TRANSFER AGREEMENT

#### Generic

- Transfer order
- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof
- NDC/Permission/ Approval from JDA/SDA/ Housing Board/Local Body etc

### AGREEMENT RELATING TO DEPOSIT OF TITLE DEEDS, PAWN, PLEDGE OR HYPOTHECATION, THAT IS TO SAY, ANY INSTRUMENT EVIDENCING AN AGREEMENT RELATING TO-

#### A. THE DEPOSIT OF TITLE DEEDS OR INSTRUMENT CONSTITUTING OR BEING EVIDENCE OF THE TITLE TO ANY PROPERTY WHATEVER (OTHER THAN A MARKETABLE SECURITY), WHERE SUCH DEPOSIT HAS BEEN MADE BY WAY OF SECURITY FOR THE REPAYMENT OF MONEY, ADVANCED OR TO BE ADVANCED BY WAY OF LOAN OR AN EXISTING OR FUTURE DEBT; OR

#### B. THE PAWN, PLEDGE OR HYPOTHECATION OF MOVABLE PROPERTY, WHERE SUCH PAWN PLEDGE, OR HYPOTHECATION HAS BEEN MADE BY WAY OF SECURITY FOR THE REPAYMENT OF MONEY ADVANCED, OR TO BE ADVANCED BY WAY OF LOAN OR AN EXISTING OR FUTURE DEBT

#### Generic

- Deed document
- Bank letter
- Copy of revenue extract
- ID proof of parties
- Identifier ID proof
- Witness ID proof

### AGREEMENT

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof

### AGREEMENT OF LEASE

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof
- Registration certificate of Industrial Unit, if applicable

### LEASE/RENT

#### Generic

- Deed document
- ID proof of parties
- Identifier ID proof
- Witness ID proof
- Registration certificate of Industrial Unit, if applicable

### MORTGAGE DEED

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- Sanction letter of bank
- Identifier ID proof
- Witness ID proof

#### Specific

- Certificate of being EWS

### PARTITION DEED

#### Generic

- Deed document
- Mutation
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

### GIFT DEED

#### Generic

- Deed Document
- Copy of revenue extract with map
- ID proof of parties
- Residence proof of parties
- PAN/Form 60/61 of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Valuation of structure
- Proof of agriculturist in case sale is of agricultural land.

### LETTER OF GUARANTEE

#### Generic

- Deed document
- Identity proof of parties
- Identifier ID proof
- Witness ID proof

### ADOPTION DEED (OTHER THAN WILL) & AUTHORITY TO ADOPT

#### Generic

- Deed document
- Identity proof of parties
- Identifier ID proof
- Witness ID proof

### DECLARATION DEED

#### Generic

- Deed document
- Copy of revenue extract with map and schedule of property
- Copy of mutation
- Identity proof of parties
- Identifier ID proof
- Witness ID proof

#### Specific

- Copy of allotment order

#### NOTES

- ✓ Stamp duty as prescribed to be paid online in the form of e-stamp.
- ✓ Registration fee to be paid online either through JKGRAS or through Payment Gateway of Jammu and Kashmir Bank.
- ✓ Permission of the Competent Authority in case the property pertains to migrant as per Jammu and Kashmir Migrant Distress Sales Act, 1997.
- ✓ No objection of SDA/JDA/Local Body/Panchayat/J&K Housing Board would be required only when the property belongs to the said Authority/Body/Board.
- ✓ In case, the transfer of land involves alienation from an agriculturist to a non-agriculturist and land use change, in that event, permission from the Government or an officer authorized in this behalf would be required in terms of amended Revenue Laws.
- ✓ Revenue extract would be required in respect of Agreement of Lease & Lease/Rent when the property involves leasing or renting out a piece of land.

Issued in Public Interest by the

**REVENUE DEPARTMENT**  
Government of Jammu and Kashmir