

PROPERTY FOR SALE FORMAT

Name of the Client: _____

Client Referred By: _____

Mobile Number: _____

Email Id: _____

Type of the Property:

☐ Apartment ☐ Villa ☐ Independent House ☐ Plot ☐ Commercial Property

If Plot, is it a gated community, ☐ Yes ☐ No

For plot, Plot Area in Sq. ft : _____ North - South in Sq. Ft : _____ East - West in Sq. Ft : _____

Is it the corner property : Yes ☐ No ☐

Location & Landmark of the property :

Project name (if applicable) : _____ Super built up area in Sq.ft : _____

Carpet Area in Sq.ft : _____ UDS: _____ Date / Year of purchase : _____

Area in Sq. ft : _____ No.of Bedrooms : _____ No.of Bathrooms : _____ No.of Balconies : _____

Pooja Room : ☐ Study Room : ☐ Main door facing direction : N ☐ S ☐ E ☐ W ☐
Plot facing direction : N ☐ S ☐ E ☐ W ☐

No. of car parks : _____ Furnished : _____ Semi Furnished : _____

Property located on which floor : _____ Total No. of floors : _____

Type of flooring : _____ Age of Building : _____

Ready to occupy : _____ or Date it will be ready : _____

Price expected : ₹ _____

Available documents :

1. Sale agreement ☐ 2. Sale deed ☐ 3. Tax paid receipt ☐ 4. E – Khatha ☐
5. Encumbrance certificate ☐ 6. Family tree ☐ 7. Mother deed documents ☐

(kindly confirm if the property is registered in your name) : ☐ Yes ☐ No

Any existing bank loan : _____

(Please provide bank name)

Payment terms expected (Do you expect full payment by cheque) : ☐ Yes ☐ No

Bank details of Seller : (Yes / No)

If Yes, Please furnish the bank account details (Enclose a copy of cheque leaf / Passbook copy)

* Account Name : _____

* Name of the Bank : _____

* Branch : _____

* Account Number : _____

* IFSC Code : _____

* Swift Code : _____

* Type of Account : _____

Professional fees will be charged on the transaction amount as per below % and plus GST of 18% :

(Please note that this would be charged only after the transaction is finalised) Your Approval : ☐ Yes

1. Upto Rs.50 Lakhs – 2% + 18%GST
2. Rs.50 Lakhs to Rs.1 Crore = 1.5% + 18%GST
3. Rs.1 Crore to Rs. 5 Crores = 1% + 18%GST
4. Rs.5 Crores and above = 0.75% + 18%GST

(If the lead is received from the owner, we charge 50% of professional fees mentioned above)

Keys available with, (if applicable) :

Amenities : ☐ Yes ☐ No

☐ Club House ☐ Party Hall ☐ Piped-Gas ☐ Park ☐ Gymnasium ☐
Swimming Pool ☐ Air Conditioned

☐ Visitor Parking ☐ Internet/Wifi ☐ Maintenance staff ☐ Intercom

☐ Security/Fire alarm

Available back up generator power : ☐ Yes ☐ No

Whether UPS is installed in the property : ☐ Yes ☐ No

Any other details, you wish to share :

Signature of the
Client / Owner

Signature of the
Managing Partner &
CEO