



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/fard
- 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 lakh.
- 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 lakh.
- 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

REVOCAION 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

REVOCAION 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

REVOCAION 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
- NOC/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