

Dt. ____ June 2021.

From:
Rajesh J. Kadakia & Sharad J. Kadakia
S/o. Late. Shri. Jayantilal M. Kadakia
H.No.5-2-223,Gokul, Distillery Road,
Secunderabad – 500 003
Mobile No. 89781 44447.

To
The Deputy Commissioner,
Greater Hyderabad Municipal Corporation,
Circle-30 - Begumpet, Secunderabad.

Dear Sir,

Sub: Request for mutation/transfer of property on our name.

Ref: 1. H. No. 5-4-187/5/15, 16&17, First, Second & Third Floors, S. M. Modi Commercial Complex, situated at Karbala Maidan, Necklace Road, Secunderabad – 500 003 admeasuring 12,193 sft with an undivided share in land of 306.64 Sq.yds.

2. PTIN : 1180502934

We (Rajesh J. Kadakia & Sharad J. Kadakia) are the Owners of the property bearing H.No.5-4-187/5/15,16 & 17, admeasuring 12,193 sft with an undivided share in land 306.64 Sq.yds in the commercial complex viz., S.M. Modi Commercial Complex, situated at Karbala Maidan, Necklace. Road, Secunderabad - 500 003.

Originally we and our family members have purchased this property under 9 (nine) sale deeds. We have submitted all our 9 (nine) sale deeds to GHMC for property tax assessment and GHMC assessed the tax on our father name i.e., Shri. Jayantilal M. Kadakia duly allotting the house number as 5-4-187/5/15, 16 & 17. The property tax of this property is being paid every year regularly and availing 5% early bird offer also.

Our father Shri. Jayantilal M. Kadakia expired on 01.10.2004. After death of our father Shri. Jayantilal M. Kadakia, his portion of premises, his minor HUF's portion of premises and his HUF's portion of premises in this complex have been transferred to us as per will and as per Deed of partition of HUFs. Smt. Kokilaben J. Kadakia and Smt. Swathi S. Kadakia have gifted their respective portions of premises to us. The details of our sale deeds and other owners' sale deeds/gift settlement deeds are given in the below mentioned table.

S. No	Floor	Area as per Sale Deed in Sq.ft	Sale /Gift Deed No/ date	Un-divided share of land in Sq.yds	Sale Deed in favour of	Present Owner
1	A-1 First Floor	1,002	Sale Deed No. 947/88 dated 28.07.1986	58	Jayantilal M. Kadakia	Rajesh J. Kadakia became Owner of this portion of premises after death of Jayantilal.M. Kadakia as per will dated 10.08.2003

2	A-2, First Floor	1,087	Sale Deed No. 495/90 Dated 30.07.1986	24.15	Jayantilal M. Kadakia Minor HUF	Rajesh Kadakia became Owner of this property as per Deed of Partition of Jayantilal M. Kadakia HUF dated 31.03.2005.
3	A-3, First Floor	1,088	Sale Deed No. 494/90 Dated 30.07.1986	24.17	Mrs. Swathi S. Kadakia	Smt. Swathi S. Kadakia has gifted this portion of premises to Rajesh J. Kadakia vide Gift Settlement Deed No. 1723/2009 dated 20.11.2009.
4	B-1, Second Floor	1,648	Sale Deed No. 501/90 Dated 01.08.1986	36.62	Kokilaben J. Kadakia	Smt. Kokilaben J. Kadakia has gifted this portion premises to Sharad J. Kadakia vide Gift Settlement Deed No.1715/ 2009 dated 18.11.2009
5	B-2, Second Floor	1,430	Sale Deed No. 497/90 Dated 01.08.1986	31.77	Rajesh Kadakia HUF	As per deed of partition of HUF, Shri. Rajesh J. Kadakia has become the Owner of this portion of premises.
6	B-3, Second Floor	1,430	Sale Deed No. 498/90 Dated 01.08.1986	31.77	Sharad J. Kadakia HUF	As per deed of partition of HUF, Shri. Sharad J. Kadakia has become the Owner of this portion of premises..
7	C-1, Third Floor	1,648	Sale Deed No. 500/90 Dated 30.07.1986	36.62	Jayantilal M. Kadakia HUF	As per deed of partition of Jayantilal M. Kadakia HUF, Shri. Sharad J. Kadakia has become Owner of this portion of premises.
8	C-2, Third Floor	1,430	Sale Deed No. 496/90 Dated 30.07.1986	31.77	Sharad J. Kadakia	No change in Ownership
9	C-3, Third Floor	1,430	Sale Deed No. 499/90 Dated 01.08.1986	31.77	Rajesh Kadakia	No change in Ownership
Total		12,193		306.64		

ABSTRACT

S.No	Floor	Rajesh J. Kadakia		Sharad J. Kadakia	
		Built up area in Sft	Undivided share of land in Sq.yds	Built up area in Sft	Undivided share of land in Sq.yds
1.	A-1 First Floor	1,002	58.00	-	-
2.	A-2 First Floor	1,087	24.15	-	-
3.	A-3 First Floor	1,088	24.17	-	-
4.	B-1 Second Floor	-	-	1,648	36.62
5.	B-2 Second Floor	1,430	31.77	-	-
6.	B-3 Second Floor	-	-	1,430	31.77
7.	C-1, Third Floor	-	-	1,648	36.62
8.	C-2 Third Floor	-	-	1,430	31.77
9.	C-3 Third Floor	1,430	31.77	-	-
Total		6037	169.86	6156	136.78

As per the above referred recitals we became absolute Owners of the property with 6,037 sft with an undivided share of land admeasuring 169.86 Sq. yds of Rajesh J. Kadakia and 6,156 sft with an undivided share of land admeasuring 136.78 Sq. yds of Sharad J. Kadakia.

We are herein submitting application for transfer the above said property on our names in the GHMC Records, Revenue Records, and other property records etc.,

We request you to transfer the above said property on our name in GHMC records. We have enclosed herewith the following documents for your records for the purpose of mutation of property.

- a. Application form
- b. **Title Documents:**
 - i. Xerox copy of Sale Deed No. 496/90 duly attested.
 - ii. Xerox copy of Ratification Deed No.93/2015 dated 18.08.2015 duly attested
 - iii. Xerox copy of Sale Deed No. 499/90 duly attested.
 - iv. Xerox copy of Ratification Deed No.90/2015 dated 18.08.2015 duly attested
 - v. Xerox copy of Gift Settlement Deed No. 1723/2009 dated 20.11.2009 duly attested.
 - vi. Xerox copy of Gift Settlement Deed No. 1715/2009 dated 18.11.2009 duly attested.
 - vii. Xerox copy of will dated 10.08.2003.
 - viii. Xerox copy of Partition deed of HUF dated 31.03.2005 of Jayantilal M. Kadakia Minor HUF duly attested.
 - ix. Xerox copy of Partition deed of HUF of Jayantilal M. Kadakia HUF duly attested.
 - x. Xerox copy of Partition deed of HUF of Rajesh J. Kadakia HUF duly attested.
 - xi. Xerox copy of Partition deed of HUF of Sharad J. Kadakia HUF duly attested.
- c. **Link documents:**
 - a. Xerox copy of Sale Deed No. 947/88 dated 28.07.1986 of Jayantilal M. Kadakia duly attested
 - b. Xerox copy of Sale Deed No. 495/90 dated 30.07.1986/88 of Jayantilal M. Kadakia minor HUF duly attested.
 - c. Xerox copy of Ratification Deed No.94/2015 dated 18.08.2015 duly attested

- d. Xerox copy Sale Deed No. 494/90 dated 30.07.1986/88 of Swathi. S. Kadakia duly attested.
- e. Xerox copy of Ratification Deed No.95/2015 dated 18.08.2015 duly attested
- f. Xerox copy of Sale Deed No. 501/90 dated 01.08.1986 of Smt. Kokilaben J. Kadakia duly attested.
- g. Xerox copy of Ratification Deed No.91/2015 dated 18.08.2015 duly attested
- h. Xerox copy of Sale Deed No. 497/90 dated 01.08.1986 of Rajesh J. Kadakia HUF duly attested.
- i. Xerox copy of Ratification Deed No.96/2015 dated 18.08.2015 duly attested
- j. Xerox copy of Sale Deed No. 498/90 dated 01.08.1986 of Sharad J. Kadakia HUF duly attested.
- k. Xerox copy of Ratification Deed No.89/2015 dated 18.08.2015 duly attested
- l. Xerox copy of Sale Deed No. 500/90 dated 30.07.1986 of Jayantilal M. Kadakia HUF duly attested.
- m. Xerox copy of Ratification Deed No.92/2015 dated 18.08.2015 duly attested
- n. Rs.100/-Non- judicial stamp paper
- o. Property tax paid receipt up to 31.03.2021.
- p. Latest Encumbrance Certificates.
- q. Affidavit cum Indemnity Bond duly notarized.
- r. Latest Market Value Certificate
- s. Xerox copies of Aadhar Cards

Please find we have enclosed herein a D.D bearing No. 419156 dated 18.06.2021 drawn on Kotak Bank, for Rs. 41,457 /- (Rupees Forty one thousand four hundred fifty Seven only) towards mutation fee.

We request you to transfer the above said property on our name in GHMC records at the earliest.

Thank you,

Yours sincerely,

(Rajesh J. Kadakia)

(Sharad J. Kadakia)