

Sub.: Approved drafts of legal notices, agreements, letters, etc.

Vineela shall make standard approved formats for the following types of documents for each project using word forms and saving it as read only on the server.

Reminder and cancellation notices:

S.No.	Status of agreement	Notice for
1.	Booking form not signed	Reminder notice for signing booking form
2.	Booking form not signed	Cancellation notice for not signing booking form
3.	Booking form signed #	Reminder notice for making further payments or executing the agreement
4.	Booking form signed #	Cancellation notice for not making further payments or executing the agreement
5.	Booking form signed	Cancellation notice for bounced cheque of booking amount
6.	Booking form signed	Cancellation notice for bounced cheque of installments
7.	Booking form signed	Reminder notice for housing loan
8.	Agreement of Sale executed	Reminder notice for housing loan
9.	Agreement of Sale executed #	Reminder notice for further payments
10.	Agreement of Sale executed	Reminder notice for bounced cheque of installments
11.	Agreement of Sale executed	Cancellation notice for not making further payments.
12.	Sale deed executed #	Reminder notice for further payment
13.	Sale deed executed	Notice for initiating legal action to recover dues with interest.

Agreements and Deeds:

S.No.	Description	Remarks
14.	Agreement of sale*#	Different blocks/phases may have different formats
15.	Sale deed*	--
16.	Agreement for development charges*	Use for villa projects
17.	Agreement of construction*	--
18.	Work order*	Use for housing loans from LIC
19.	Sale deed – third party sale*	For second sale by purchaser
20.	Sale deed with consenting party*?	For sale in favour of nominee of purchaser where amounts are received by purchaser
21.	Agreement of sale – third party sale*?	For second sale by purchaser. Two drafts where sale deed is registered in favour of purchaser and otherwise
22.	Car parking – agreement of sale*	--
23.	Car parking – sale deed*	--
24.	Rectification deed*	For rectification of errors in sale deed
25.	Loan agreement & receipts*#	For ff loan to customers for five years. 3 drafts: a. Loan agreement b. letter for payment by PDC c. Receipt for loan
26.	Supplementary agreement*#	For Buyback offer
27.	Lease Agreement*	For the purpose of lease

Approval forms:

S.No.	Description	Remarks
28.	Declaration of terms of booking	To be given by sales executives at the time of booking
29.	Agreement of sale authorization form	To be made at the time of preparing agreement of sale
30.	Sale deed authorization form*	To be made at the time of preparing sale deed
31.	Possession authorization form	To be made at the time of handing over possession
32.	Occupants declaration form	a. To obtain NOC for giving the flat for rent b. For Issue of membership card
33.	Request for ID cards	To be given by occupants of flats/villas
34.	a. letter for additions & alterations b. Details of additions & alterations sheet	a. To send customers b. To be maintained by the engineers at site

Draft letters:

S.No	Description	used for
35.	Introduction letter	Send on receipt of booking form
36.	Notice for ready for possession with accounts statement *#	To be sent 15 days in advance
37.	Letter of possession	After clearing all dues
38.	No due certificate	After clearing all dues
39.	Membership enrolment form	After clearing all dues
40.	Undertaking	Electricity meter transfer
41.	Undertaking for payment of service tax -	3 drafts a. Service tax collected in full as security deposit b. Service tax partly paid and balance PDCs c. No payment only PDCs.
42.	Formats for customer complaints and ATR	Complaints & suggestions given by customer
43.	Draft letter for payment of interest	Letter to be collected from customer
44.	Letter for cancellation of booking	Collect letter from customer – 3 types a. Returning booking form & receipts b. Booking form misplaced. c. Refund on sale of flat
45.	Undertaking to transfer booking in favour of blood relative	To be given by customer
46.	Undertaking for executing sale deed in favour of nominee/third party	2 drafts, a. Undertaking b. Affidavit
47.	Request letter to hand over possession to nominee/authorized representative	Collect letter from customer
48.	Authorization letter for nominee to sign booking form	To be given by customer
49.	Letter of confirmation	a. Compensation for delay in possession b. Details of payment received. c. Payment of rental incentive d. Pre-emi offer e. Discount offer f. On-time payment discount offer

		g. Free registration charges offer h. Free modular kitchen offer i. Free furniture offer
50.	Draft for House warming ceremony	To be filled by customer, obtain CR managers approval
51.	Letter for rescheduling installments	Two drafts: a. For rescheduling at request of HFC b. For general rescheduling c. For general rescheduling of HL customers
52.	Car parking allotment letter (only for flats)	Issue letter to customer and take acknowledgement
53.	Letter for Modular Kitchen	To be sent to customer
54.	Undertaking for mortgaged flats/bungalows	To be signed by customer
55.	Letter for maintenance arrears	To be sent to customer
56.	Letter for resale of flat / bungalow	To be signed by customer
57.	Letter for buyback confirmation	To be sent to customer

Additional letters to be incorporated

58.	Draft Ir to customer not taking possession	
59.	Draft NOC Ir. – GMR for construction of 6 th floor	
60.	Letter of confirmation on possession	
61.	No due certificate – Annexure -A	
62.	Letter of possession – Annexure -B	
63.	No objection certificate – Annexure -C	
64.	Membership enrolment form – Annexure -D	
65.	Draft letter for un-authorised alterations	
66.	Reminder for payment of installments – flooring	
67.	Reminder for payment of installments – slab	
68.	Reminder for payment of installments – brick work	

* to be prepared by Vineela or Prabhakar Reddy,

to be certified by accountants

Vineela shall ensure that an approved format is prepared for the above notices for each project.

Managing Director

Booking declaration form

Scan id no.:

Project		Constructed area in sft	
Flat/Villa No.		Total land area in Sq. yds.	
Name of customer		PPT No.	
Date of Birth		PPT base price (Rs. Per sft)	
Spouse Name		List price (without extra land) – A	
Spouce's date of Birth		Rate for extra land – B	
Spouse Company		Additional land area – C	
Spouse designation		Additional land charges - D = B x C	
Wedding anniversary		Total list price -E = A+D	
Date of completion		Discount on land in Rs. - F	
Booking taken by		Discount in Rs. per sft	
Booking Amount		Discount in Rs. - G	
Booking amount received on		Net sale consideration (after discount – before on time payment discount) – H = E-F-G	
Cheque No. / Cash		On time payment discount in Rs. per sft	
Booking form no.		On time payment discount in Rs. - I	
Booking form date		Type	Deluxe / Luxury
HL required		CIS No	
Preferred bank		Source of Enquiry	
Country of residence		First Contact type	
Pan card no.		Pan card scan ID	
Aadhar card no		Aadhar scan ID	
Co-applicant Pan no.		Co-applicant Pan scan ID.	
Co-applicant Aadhar no.		Co-applicant Aadhar scan ID.	
From customer referral - gold coin offer	Yes / No	Booking through agent	Yes / No
Referred by		Agent name	
Corporate discount	Yes / No	Form signed	Yes / No
Special offer	False ceiling / GST / Registration charges / Modular kitchen / Other:		
Details of special offer, if any:			

Remarks

Check list – attached documents::			
Booking form -	Yes / No	Booking amt cheque	Yes / No
Special offer letter	Yes / No	Corporate discount letter	Yes / No
Estate agent email	Yes / No	Customer reference email	Yes / No
CIS sheet	Yes / No	Pan/Aadhar copy	Yes / No

Sales Executive	Sales Manager	Project Accountant	M.D.
Name:	Name:	Name:	Name:
Sign:	Sign:	Sign:	Sign:
Date:	Date:	Date:	Date:

Notes: 1. This form to be filled by sales executive/manager for every booking taken. 2. Accountants shall block flats/villa only on receipt of this form. 3. In case booking form is being signed on later date, this form must be sent to respective accountant at the time of booking or blocking a flat/villa. 4. Relaxation in payment, providing modular kitchen, free registration//GST offers are conditional and subject to approval/ review. 5.All offers must be by way of letter of confirmation. Attach to this form.

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Sale agreement authorization form

Check List

Items to be checked	Mention details here	Sale Agreement, booking form & plan tally?	
Project Name		☐ Yes ☐ No	
Vendor		☐ Yes ☐ No	
Flat no.		☐ Yes ☐ No	
Land area (sq. yds.)		☐ Yes ☐ No	
Built-up-area (sft)		☐ Yes ☐ No	
Car Parking No		☐ Yes ☐ No	
Type	☐ Semi-deluxe ☐ Deluxe	☐ Yes ☐ No	
Buyers name, age, address, etc.	Check with booking form.	☐ Yes ☐ No	
Schedule of flat	Check with booking form.	☐ Yes ☐ No	
Boundaries: North		☐ Yes ☐ No	
South		☐ Yes ☐ No	
East		☐ Yes ☐ No	
West		☐ Yes ☐ No	
Total sale Consideration (as per declaration form)		☐ Yes ☐ No	
PPT No.		N A	
Sale Deed value		☐ Yes ☐ No	
Construction contract value		☐ Yes ☐ No	
Installments	Check with booking form.	☐ Yes ☐ No	
Date of completion		☐ Yes ☐ No	
Remarks			
Prepared by (vineela):	Checked by (G. B. Ram Babu):	Checked by (Accountant):	Approved by (MD):
Sign:	Sign:	Sign:	Sign:
Date:	Date:	Date:	Date:

Sale Deed Authorization Form

Project			
Buyer name			
Flat / Bungalow No.		Area	
Land Area		Type	Semi / Deluxe / Luxury
Car parking no.	-	2 wheeler parking no.	-

Payment & Agreement details

A.	Total sale consideration	
B.	Add: Registration charges + Mutation exp	
C.	Add: Service Tax & VAT	
D.	Add: GST	
E.	Total taxes (B + C+D)	
F.	Total amount payable (A+E)	
G.	Total amount paid	
H.	Balance amount payable (F-G)	

I.	Sale Deed Value	
J.	Construction Contract Value	

		Total amount	Cheque released	Bank due	Cheque ready
K.	Housing Loan Sanctioned				
L.	Own contribution (F-K) (including taxes)				

Security Cheque Details

Current installment of HL	Cq. No	Amount		Security cq. received
				Not required
				Collect cq. at the time of registration
Own contribution	Cq. No.	Amount		Security cq. received
				Not required
				collect cq. at the time of registration
Balance HL amount	Cq. No.	Amount		Security cq. received
				Not required
				collect cq. at the time of registration

Remarks:

Authorized by:

Name	Accountant	CR Manager	Prabhakar Reddy	MD
Sign				
Date:				

Authorization form for handing over the possession of Flat in 'Mayflower Heights'

Flat No.	
Name of Buyer	

A.	Total sale consideration.	
B.	Less: Discount for on time payments.	
C.	Less: Other discounts	
D.	Add: Reg. Charges	
E.	Add: VAT	
F.	Add: Service Tax.	
G.	Add: Extra Specs Charges (revised)	
H.	Add: Misc. Charges	
I.	Less: Amount paid	
J.	Add: Interest Amount to be charged	
K.	Balance amount Due	
L.	Refund if any	
	Remarks: Service tax charged @ 3.09% on sale consideration.	
	Registration & Stamp duty free offer.	
	Vat charged @ 1.25% on sale consideration.	
	Corpus fund Rs. /- to be collected.	
	M Charges & M fee of Rs. /- to be collected.	
M	Interest Amount as calculated	
N	Service Tax paid to department	
O	Service Tax security deposit to be collected	
P	Maintenance charges due from	

	Check List	Yes / No
1.	Buyer has been informed that Maintenance Charges are due from date of completion & not occupation.	Yes
2.	Buyer has signed the Association Membership Form.	--
3.	No Due Certificate signed	--
4.	6 PDC for Maintenance Charges collected	--
5.	Buyer has signed Electricity Transfer form & Affidavit on stamp paper	--
6.	Service Tax Undertaking collected	--

Authorized by:

G. B. Ram Babu	Accounts:	Samba Siva Rao	Managing Partner: Soham Modi
Date:	Date:	Date:	Date:

Note: 1. Update Sale Completed as 'Yes' in the database.
2. Give a copy of Owners Association rule to the buyer.

Mayflower Heights Owners Association
Premises no. 3-3-27/1, Mallapur Main Road, Hyderabad 500 076.

Occupant Details - Declaration Form

From,

Phone: _____

Date:

To,
The Secretary,
Mayflower Heights Owners Association,

Dear Sir / Madam,

Sub.: Occupant details- Declaration for proposed occupant of Flat no. _____ Block no. _____,
Mayflower Heights, Mallapur, Hyderabad.

I am the member of Mayflower Heights Owners Association and the owner of the above referred flat.
I propose to give on occupation the above referred flat to a third party. The details of the proposed
occupier are enclosed herein.

I hereby declare that the facts enclosed herein are true to the best of my knowledge and that the
byelaws of the Association shall be applicable to the occupants of the flat. I declare that I shall be
liable to pay maintenance charges and other charges, in case of any default in payment of the same by
the proposed occupier. I confirm that the said flat shall be utilized for residential purposes only and
shall not be used for commercial or illegal activities. I further declare that the occupant is a person of
good repute and social standing.

I request you to issue a no objection certificate (NOC) for the proposed occupation within 7 days of
receipt of this letter.

Thank You.

Yours sincerely,

Sign: _____

Declaration by proposed occupant.

I hereby declare that I shall abide by the byelaws of Mayflower Heights Owners Association and shall
use the premises for residential purposes only and shall not use it for any other commercial or illegal
activity.

Name: _____ Sign: _____ Date: _____

Mayflower Heights Owners Association
Premises no. 3-3-27/1, Mallapur Main Road, Hyderabad 500 076.

Occupant Details - Declaration Form

Flat No./Block No.				Please paste a passport size photo of occupier here			
Name of owner / member							
Nature of occupation		☐ On rent / lease/ leave & license ☐ other:					
Name of the principal occupant / head of house hold							
Age		Sex					
Occupation							
Permanent address							
Company							
Designation							
Company address							
Mobile No.		Home phone		Work phone		Email	
	Name of other occupants (maximum 8 occupants)	Age	Sex	Occupation	Relation with principal occupant		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
Names of occupants who shall be permitted to use common amenities like club house & swimming pool. (maximum 6 nos)		1			4		
		2			5		
		3			6		

Sign of Member / owner	Date	Sign of principal occupant	Date

From,

_____,
_____,
_____.

Date:

To,
The Secretary,
Mayflower Heights Owners Association,
Mallapur,
Hyderabad.

Dear Sir/Madam,

Sub.: Request for issue of membership card.

I am the owner of Flat no. ____ at Mayflower Heights, Mallapur, Hyderabad. I request you to issue membership cards for myself and my family members / temporary usage card for my tenants details of which are given below.

Sl. no	Name	Age	Sex	Relationship with owner
1.				
2.				
3.				
4.				
5.				
6.				

I assure you that we shall abide by the rules of the association and the terms and conditions given below.

Thank You.

Yours sincerely,

Sign: _____

Terms and Conditions:

1. The membership card shall be produced on demand at the time of use of any common amenities like clubhouse, gym, swimming pool, sports facilities, etc.
2. In case of loss of card, new card shall be issued at a charge of Rs. 25/- per card.
3. Members in arrears of maintenance charges can be denied the usage of common facilities.
4. In case of tenants temporary cards for usage of common amenities valid for a period of 6 months shall be issued. However, usage of amenities by tenants shall be at the risk and responsibility of the member.

For office use only

Issued by		Issue date	
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Sign		No of cards issued.	
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ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.

Phone: 66335551

Date:

Dear Customer,

You may be aware that the RCC and civil works for your flat no. _____ Block ‘ _____ ’ at Mayflower Heights are complete. The finishing works are under progress.

If you wish to make any minor **additions or alterations** to the flat that you have booked, we request you to visit the site during office hours **between _____ & _____**. We also request you to finalize **details like color of walls, etc.**, during your visit to the site. Our site engineers will make note of these details.

For your convenience we request you to take prior appointment so that our engineers can give you their undivided attention. You may contact Mr. P. Ramesh (Project Manager) on +91-40-65272342 or +91-40-27150763 or by e-mail at mfh@modiproperties.com.

In case you fail to contact us during the above mentioned period, we shall assume that no changes are required, and your flat will be completed as per the standard specifications shown in the model flat.

Thank You.

Yours Sincerely,

For Alpine Estates.

Authorised Signatory.

Please refer to the notes given over leaf.

Notes:

1. Working and electrical drawing for your flat have been enclosed for your reference.
2. Select materials that you may choose to provide like tiles, marble, sinks, etc. must be handed over at our site before _____.
3. Changes to external appearance and colour shall not be permitted.
4. Fixing of grills & gates to the main door / balcony shall not be permitted.
5. Changes in walls, door positions or other structural changes shall not be permitted.
6. You may provide your own flooring tiles, bathroom tiles, CP & sanitary fittings and they shall be installed by us.
7. Additional shelves & lofts shall not be permitted.
8. Charges & Refunds will be as follows:

No charge for:

- Choice of two colours for walls; one colour for doors & door frames.
- Choice of two combinations for bathroom tiles.

Non standard items to be supplied by the buyer & installed free of cost:

- Hardware.
- C.P & Sanitary ware.
- Flooring tiles or marble.
- Kitchen platform - granite / marble.
- Bathroom tiles.

Extra charges shall be payable for:

- Extra Electrical Points / Switch Boards / Sockets / Switches
- Additional kitchen Platform with granite & dado.
- Rounding / polishing of granite platform.
- Exhaust Hole in bathroom.

Refund / Charges for upgrade or downgrade or substitutions shall be applicable for:

- Kitchen & Bathroom tiles.
- Flooring: Tiles / Marble.
- CP Fittings.
- Sanitary ware & Bath tubs.
- Doors & Hardware.
- Kitchen Sink.
- Civil work.

No refunds shall be made for:

- Kitchen Platform.
- Electrical – wires or switches.
- Civil work.

MAYFLOWER HEIGHTS

Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

Owned & Developed by: M/s Alpine Estates

Head office; 5-4-187/3&4 M G Road Secunderabad.

Details of Additions & Alterations

Flat No	«Flat_No»	Block no.	‘«Block_No» ’
Flat Area	«Area»	Type	Deluxe / Luxury
Buyer Name	«Buyer_Name»		
Phone No.	«Phone»	Email	

I hereby confirm that I have given the details of the minor additions and alterations that are required in the above referred flat in the pages attached herein. Please complete the changes suggested by me. I agree to pay the charges, if any, for the additions and alterations that I have asked you to make, as per the rates suggested by you. I shall deliver all the materials that are required to be provided by me at the site on or before _____. In case I fail to deliver these items to the site by the specified date, you may complete the works in the flat as per the standard items provided by you.

Buyers sign		Engg. Sign	
Date:		Date	

Note:

1. Colour shades of paints may vary from batch to batch & company to company. The Builder will not take responsibility of quality of work for dark shades especially green & blue.
2. Shade / colour of natural material like marble and granite can't be guaranteed and may vary from lot to lot. Cracks like appearance in marble is a natural feature and Builder shall not be responsible for repairs or replacement.
3. Availability of bathroom or flooring tiles of the same type /colour/make can not be guaranteed and closest possible type/colour/make may be used in its place.
4. No further change shall be permitted from this day.
5. Please sign on all pages.

Choice of colours:

Changes in flooring:

Changes in electrical points: (mark on plan)

Choice of Bathroom tiles, CP fittings & Sanitary ware:

Changes in kitchen platform: (mark on plan)

Other Changes:

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

To,

Date:

Sub.: Provisional booking for Flat no. in the Block No. ‘ ’ in ‘Mayflower Heights’ at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

Dear Customer,

Thank you for having made a provisional booking for the above referred flat in our project.

In case you are availing a housing loan for this flat, you are required to make a housing loan application within 15 days of booking and intimate us about the approval for housing loan received within 30 days from the date of booking.

You are requested to contact our Customer Relations Team for completing the formalities of housing loan, agreements, sale deeds, payments, etc. and they shall help you coordinate with the housing finance companies for the approval and release of the housing loan.

Contact:

Head Office:	+91-040 66335551
Mr. G. B. Ram Babu, Senior Manager - Customer Relations:	+91-9849648945
Mr. D. Pavan Kumar, Executive Customer Relations:	+91-9014671438

Please refer to the notes about housing loan, sale agreement and payment terms given overleaf.

Thank You.

Yours sincerely,

Soham Modi
Managing Partner.

Notes:

1. Housing Loan Scheme:

- a. As per our terms an application for housing loan must be made within 15 days of booking.
- b. Approval for housing loan must be obtained within 30 days of booking.
- c. The first installment must be paid and sale agreement must be signed within 15 days of booking.
- d. Customers are liable to make payments as per the terms given in the booking form/ agreement. The payment of installment is not related to the progress of construction and the responsibility of getting the housing loan and releasing the housing loan is that of the customer. We can only help you in coordinating with the housing finance companies.
- e. You are liable to pay your Own Contribution before registration of a flat. Own contribution is the difference between the total sale consideration and the approved housing loan amount. Registration charges, VAT, Service Tax, incidental expenses are also payable before registration.
- f. Housing finance companies will release the first tranche of the housing loan only on registration of the flat.
- g. After the approval of housing loan several formalities have to be completed with the housing finance companies including providing additional documents / PDCs before the housing loan can be released. The responsibility for completing these formalities is that of the customer. Our executives can only help you coordinate with the housing finance companies.
- h. As per our terms of payment some customers may be required to avail 'Advance Disbursement Facility' (ADF) from their Housing Finance Company. ADF is a scheme under which housing loan disbursement is made irrespective of the stage of construction. Some Housing Finance Companies may not disburse the loan as per our terms of payments. Customers are advised to contact our Customer Relations Team and make an application for housing loan to those housing finance companies that are approved by us. Incase, the customer wishes to avail a housing loan from an other company, then it will be the customer's responsibility to get the housing loan released as per the payment terms mentioned in booking form / agreement.
- i. In case of default in payment as per the payment schedule your booking may be cancelled and cancellation charges may be levied as per the terms and conditions mentioned in the booking form / agreement.
- j. As per our terms, the customer shall be liable to pay interest on delayed payments.

2. Installment Scheme:

- a. The first installment must be paid and agreement of sale must be signed within 15 days of booking.
- b. Customers are liable to make payments as per the terms given in the booking form / agreement. The customers shall be responsible for making the payment on or before the due dates. The payments can be made at our head office, site office or by wire transfer.
- c. The payment of installments is not related to the progress of construction.
- d. In case of default in payment as per the payment schedule your booking may be cancelled and cancellation charges may be levied as per the terms and conditions mentioned in the booking form / agreement.
- e. As per our terms, the customer shall be liable to pay interest on delayed payments.

Customers are requested to send their complaints / suggestions in writing to our Head Office at Modi Properties & Investments Pvt. Ltd., #5-4-187/3&4, II Floor, Soham Mansion, M. G. Road, Secunderabad – 500 003, or email it to cr@modiproperties.com

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

To,

Date:

Sub.: Payment of balance due and possession of your flat.

Ref.: Booking for flat no. on floor in block ‘ ’ in our project known as
‘Mayflower Heights’ at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

Dear Sir /Madam,

As you are aware majority of the work of all the flats in block ‘ ’, at Mayflower Heights is completed. We shall handover possession of these flats from .

It is difficult for us to maintain the flat in a brand new condition for weeks or months and therefore minor works like final coat of paint, polish, installing CP and sanitary ware, etc., have not been completed.

You are requested to come forward and clear all your dues (an account statement is enclosed). We shall handover possession of your flat completed in all respects within 2 weeks of clearing all dues. You shall be required to give 6 post dated Cheques towards maintenance charges, pay the corpus fund, sign the electricity connection transfer form, sign the Mayflower Heights Owners Association membership enrolment form and sign the no dues certificate at the time of clearing the dues. Upon completing these formalities we shall issue a post dated (by 2 weeks) letter of possession to enable our engineers to complete your flat in all respects.

You are further requested to visit your flat and give a written list of works to be completed or complaints, if any. The same shall be attended to and completed within the 2 weeks. Our engineers have been advised to complete the minor works only after receipt of a post dated letter of possession.

You may contact Mr. G. B. Ram Babu, Senior Manager - Customer Relations (Mobile no: +91-9849648945) or Mr. D. Pavan Kumar, Executive - Customer Relations (Mobile No: +91-9014671438) or our Head office (Phone no. +91-40-66335551 or by e-mail: cr@modiproperties.com) for details regarding your dues and for completing the above formalities.

You may contact Mr. P. Ramesh, Project Manager (Mobile +91-9989924979) or Mr. B. Prabhu Das, Admin. Officer (Mobile No. +9059770145), at site (Phone No. +91-40-65272342, e-mail: mfh@modiproperties.com) regarding completion of work and complaints.

Thank You.

Yours sincerely

Soham Modi

Managing Partner.

Enclosed: Your Account Statement.

Account Statement

Flat No. _____,
Mayflower Heights,
Premises No. 3-3-27/1,
Mallapur,
Hyderabad – 500 076.

Amount in Rs.

A.	Sale consideration ¹ .	
B.	Misc. & Registration charges ² .	
C.	VAT	
D.	Total of other charges (B+C)	
E.	Total amount payable (A+D)	
F.	Amounts received ³ .	
G.	Balance amount due (E-F) ⁴	
H.	Corpus fund payable Mayflower Heights Owners Association	
I.	Service Tax ⁵	

Notes:

1. Charges for additions and alteration provided have not been included. They have to be paid for separately.
2. If registration is not yet complete, registration charges will also have to be paid separately.
3. Amounts received after _____ may have not been reflected in the above statement.
4. Interest on delayed payment of installments has not been reflected in the above statement and has to be paid separately.
5. Due to ambiguity about applicability of service tax and uncertainty regarding the final outcome of the litigation pertaining to applicability of service tax, purchasers shall discharge their future liability of service tax by making a security deposit with the builder. The purchaser shall also be required to give an undertaking for payment of service tax.
6. In case, you have availed a Housing Loan, we request you to arrange for the release of the balance Housing Loan amount in our favour.
7. Maintenance charges are payable from _____ at the rate of Rs. 1.00/- per sft. per month irrespective of date of possession. Please note that the maintenance charges are payable to Mayflower Heights Owners Association and not to the Builder.

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

LETTER OF POSSESSION

Date:

To,

Sub: Letter of Possession for flat no. _____ in block no. '_____' in our project known as 'Mayflower Heights' at Premises no. 3-3-27/1, Mallapur, Hyderabad – 500 076.

Dear Sir / Madam,

We hereby hand over possession of the above mentioned flat to you as per the terms and conditions of our sale deed / agreement.

You shall become a member of 'Mayflower Heights Owners Association' as and when called for and also pay the maintenance charges regularly.

Thank You.

Yours Sincerely,

Authorised Signatory.
(SOHAM MODI)

Accepted & confirmed:

Signature: _____

Name: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

NO DUE CERTIFICATE

To,

Date: _____

Dear Sir / Madam,

This is to certify that the total sale consideration, stamp duty & registration charges, service tax, VAT, charges for additions and alteration etc., has been paid in full and there are no dues from you towards the sale of Flat No. _____ in block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad -500 076.

We further confirm that no excess amount has been paid by you to us and as on date all accounts are deemed to have been settled and there is no claim against each other with respect to the amounts paid for the sale of flat.

Please sign a copy of this letter as your confirmation of the above.

Thank You.

Yours sincerely,

Authorised Signatory.
(SOHAM MODI)

Accepted & confirmed:

Signature: _____

Name: _____

MEMBERSHIP ENROLMENT FORM

Date: _____

To,
The President,
Mayflower Heights Owner's Association,
Premises No. 3-3-27/1,
Mallapur,
Hyderabad.

Dear Sir,

I am the owner of Flat No. _____ in block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076. I request you to enroll me as a member of the 'Mayflower Heights Owners Association'.

I have paid an amount of Rs. 50/- towards membership enrollment fees.

I hereby declare that I have gone through and understood the Bye-laws of the Association and shall abide by the same. I further declare that I have read and understood the exclusion clause (32) mentioned in the bye laws and have no objections on the same.

I undertake to make a declaration, giving details of the proposed occupier of my flat, in case my flat is being given for occupation to a third party under lease / license or by other understandings, as per prescribed format. I shall obtain an NOC from the Association before giving occupation to a third party.

Thank You.

Yours faithfully,

Signature: _____

Name: _____

Address for correspondence:

Phone: _____

Enclosed: Copy of ownership documents.

For Office Use Only

Receipt no. & date: _____

Sale Deed doc. no. & date: _____

UNDERTAKING

I, Mrs. _____, son of Mrs. _____, flat no. _____ on _____ floor in block no. '_____', Mayflower Heights forming part of Sy. 1/1, 191 & 2/1/1, bearing premises no. 3-3-27/1, situated at Mallapur Village, Uppal Mandal, R. R. District., here by undertake the responsibilities in connection with the correctness of documents submitted by me at your office for the purpose of transfer of Service Connection. No. _____ which is running in the name of M/s. Alpine Estates to my favour.

I also under take that I agree to abide by the terms and conditions of supply of the APCPDCL and I will be held responsible for all purposes and any legal obligations and liabilities which may arise due to transfer of service in my favour and the transferring authority is at liberty to cancel the above said transfer with out any notice if considered.

If any outstanding Arrears Amount / Electricity dues / court Cases / Pilferage Amount are there in future. I will be held responsible for the payment of the same.

Submitted to the integrated Customer Service Center Ramanthapur, Hyderabad for taking further action in the matter please.

Place:

Date:

Witness:

1.

Signature of the customer

2.

UNDERTAKING

From,

Date:

To,
The Managing Partner,
M/s. Alpine Estates
5-4-187/3&4, II floor
Soham Mansion, M.G. Road,
Secunderabad - 03

Sub.: Undertaking for payment of service tax.

Ref.: Booking for flat No. , on floor in Block ' ' in the project known as 'Mayflower Heights' at Premises no. 3-3-27/1, Mallapur, Hyderabad – 500 076.

Dear Sir,

I have booked the above referred flat and in that regard documents like booking form, agreement of sale, sale deed, construction agreement and agreement for development charges were executed. As per the terms agreed between us, I have agreed to pay the service tax that is leviable or may become leviable for the purchase of the said flat.

I am aware of the divergent views regarding the applicability of service tax for the flat purchased by me. I have also been explained and I am aware of the following facts:

- A. As per the provisions of Finance Act, the Builder M/s. Alpine Estates is liable to collect service tax from its Purchasers (myself), as applicable from time to time and remit it to the government.
- B. The Builder has undertaken the construction of my flat and the construction service being provided is a subject matter of levy of service tax under the Finance Act, 1994 and the rules made there under. And that there are divergent views as to applicability of service tax on the Builders for such construction activity.
- C. The Department of Central Excise and Service Tax (Hyderabad Commissionerate) had summonsed the Builder for collection of service tax on the construction activity provided by the Builder to the Purchaser. And that the Central Board of Excise and Customs (CBEC) have issued the circular 108/2/2009-ST dated 29.01.2009 stating that there is no service tax liability on the Builders. Subsequently, the Finance Act was amended in 2010 wherein service tax became leviable on all bookings made prior to completion of construction, for amounts received after 01.07.10.
- D. There is a legal view/opinion that service tax is not applicable on the construction provided by Builder in view of the referred circular. Further, there is no clarity about applicability of service tax as a result of amendment to the Finance Act both prior to and after 01.07.10.

E. Service tax is consumption based indirect tax and the service recipient that is the Purchaser is liable to make the payment of service tax to the service provider, that is, the Builder.

I request you to pay the service tax, from time to time, as you may deem fit, that is applicable or may become applicable for the purchase of my flat in view of the divergent views as to applicability of taxation as on date and also for the reason that the final outcome is uncertain. I understand that M/s Alpine Estates has the burden of payment of service tax and therefore, I undertake to pay the service tax to you as and when such a liability arises along with interest and penalty, if any.

I have as a security against the contingent liability that may arise as a result of clarity/decision in the matter or at the end of the litigation have deposited a sum of **Rs. /- (Rupees Only)** as interest free security deposit with you.

In case a liability to pay service tax arises as a consequence mentioned above, I request you to discharge the liability from the security deposit lying with you. I further request you to refund the amount to me in case no service tax liability arises as a result of clarity/decision in the matter or at the end of the litigation

I further agree that the decision to make the payment of service tax along with interest and penalty shall be solely be your privilege. You may at your discretion decide to pay the service tax instead of continuing with the litigation. I shall not raise any objection on this count.

Thank you.

Yours sincerely,

Place: _____.
Date: _____

Date:

To,
Mr. Soham Modi
Partner
M/s. Alpine Estates
5-4-187/3&4, II Floor,
M. G. Road,
Secunderabad – 500 003.

From,

Dear Sir,

Sub: Payment of interest charges.

Ref: My booking for Flat no. _____, block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076., vide booking form no. _____ dated _____.

This is to confirm that I am willing to pay interest for delayed payments as per the terms and conditions of your booking form @ 1.5% per month. I request you to not to cancel my booking, and accept further payments made by me.

Thank You.

Yours sincerely,

Signature: _____

Name: _____

Date:

To,
Mr. Soham Modi
Partner
M/s.Alpine Estates
5-4-187/3&4, II Floor,
M. G. Road,
Secunderabad – 500 003.

From,

Dear Sir,

Sub: Request for cancellation of booking and refund of amount.

Ref: My booking for Flat no. _____, block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076., vide booking form no. _____ dated _____.

I wish to cancel the above referred booking, as I am not able to arrange the required funds. I request you to please cancel the above booking and refund the amounts paid by me, after deducting cancellation charges.

Please find enclosed the original booking form along with the receipts.

I confirm that hereafter I shall have no right, title or interest of whatsoever nature in the above referred flat.

Thank You.

Yours sincerely,

Signature: _____

Name: _____

Date:

To,
Mr. Soham Modi
Partner
M/s.Alpine Estates
5-4-187/3&4, II Floor,
M. G. Road,
Secunderabad – 500 003.

From,

Dear Sir,

Sub: Request for cancellation of booking and refund of amount.

Ref: My booking for Flat no. _____, block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076., vide booking form no. _____ dated _____.

I wish to cancel the above referred booking, as I am not able to arrange the required funds. I request you to please cancel the above booking and refund the amounts paid by me, after deducting cancellation charges.

I have misplaced the original booking form and the receipts.

I confirm that hereafter I shall have no right, title or interest of whatsoever nature in the above referred flat.

Thank You.

Thank You.

Yours sincerely,

Signature: _____
Name: _____

From,

Date _____

_____ ,

_____ ,

_____ .

To,
Mr. Soham Modi,
Managing Partner,
M/s. Alpine Estates
Soham Mansion, II Floor,
M.G. Road,
Secunderabad – 500 003.

Dear Sir,

I have booked flat no. _____ in block _____ in our project known as 'Mayflower Heights'
situated at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076., vide booking form no.
dated _____ .

I have paid an amount of Rs. _____ towards purchase of the above referred flat. However, as
explained earlier I do not wish to complete the transaction of sale. You have expressed your
inability to refund the amount immediately. However, you have offered to refund the same
along with interest on sale of the said flat.

I hereby confirm that the booking for the above referred flat stands cancelled and on refund of
the above amount along with interest, I shall have no right title or interest of whatsoever nature
in the said flat or against Alpine Estates.

Hereafter I shall not have any right, title and claim of whatsoever nature against the said flat.

Thank You.

Yours sincerely,

Date: _____

From,

To,
The Managing Partner,
M/s. Alpine Estates,
5-4-187/3&4,
Soham Mansion
M.G. Road,
Secunderabad.

UNDERTAKING

Dear Sir,

I have made a provisional booking for flat no. _____ in Block '____' admeasuring about _____ sft in your project known 'Mayflower Heights' at Premises no. 3-3-27/1, Mallapur, Hyderabad – 500 076., vide booking form no. _____ dated _____. I have paid the following amounts towards part payment for purchase of the said flat.

S.No.	Date	Amount Paid	Receipt No.
1			
2			
3			
4			
Total amount			

I request you to transfer the said provisional booking in favour of my _____ Mr/Mrs. _____, S/o. / W/o. _____, aged about ____ years, R/o. _____. Please transfer all the amounts paid by me to his/her account towards part payment for the said flat.

Please find enclosed the original booking form.

I hereby confirm that I shall not have any further right, title, claim or interest of whatsoever nature in the above referred flat.

Thank you,

Yours sincerely,

Signature

Name:

Date: _____

From,

To,
The Managing Partner,
M/s. Alpine Estates.
5-4-187/3&4,
Soham Mansion
M.G. Road,
Secunderabad.

UNDERTAKING

Dear Sir,

I have made a provisional booking for flat no. _____ in Block '____' admeasuring about _____ sft in your project known as 'Mayflower Heights' at Premises no. 3-3-27/1, Mallapur, Hyderabad – 500 076., vide booking form no. _____ dated _____. I have paid the total sale consideration including VAT, Service Tax, Registration charges, and other charges for the purchase of the said flat as per the details given below:

S.No.	Date	Amount Paid	Receipt No.
1			
2			
3			
4			
5			
6			
7			
8			
Total amount			

I request you to register the conveyance deed for the said flat in favour of Mr/Mrs. _____, S/o. / W/o. _____, aged about ____ years, R/o. _____. Please credit all the amounts paid by me to his/her account towards payment for the said flat.

I hereby confirm that I shall not have any further right, title, claim or interest of whatsoever nature in the above referred flat.

Thank you,

Yours sincerely,

Signature
Name:

AFFIDAVIT

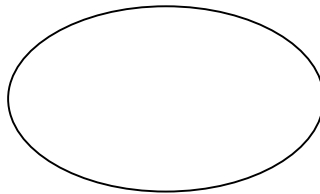
I, _____, S/o. Mr. _____, aged ____ years, Occupation: _____ resident of _____, do hereby solemnly affirm and state on oath as follows:

That I am the son/daughter of _____, S/o. _____ who have made a provisional booking for Flat no. ____ in our project known as 'Mayflower Heights' at Premises no. 3-3-27/1, Mallapur, Hyderabad – 500 076., owned and developed by M/s. Alpine Estates. I have paid the entire sale consideration including VAT, Service Tax, registration charges and other charges to M/s. Alpine Estates.

At my request you have executed a sale deed and or other deeds and agreements in favour of _____, W/o. _____, R/o. _____

I hereby certify that I have no right, title or claims of whatsoever nature in the above referred Flat or against M/s. Alpine Estates.

That I am making this affidavit to indemnify M/s. Alpine Estates from any claims of whatsoever nature with regard to the said flat either from me or from any other person(s) claiming through me.



(DEPONENT)

I, _____, W/o. MR. _____, the above named deponent hereby declare and verify that the above contents are true to my knowledge.

(DEPONENT)

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Date:

Dear Sir/ Madam,

We request you to send authorization letter to handover possession of your flat no. in our project known as 'Mayflower Heights', situated at Survey No. Premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076, in favour of a person who is a resident of Hyderabad. We also request you to printout the no-due certificate and membership enrolment form attached herein, sign the same, scan it and email it to us. We also request you to send the signed hard copies to us by mail.

On clearing all the dues and completing the above formalities, we shall handover possession of your flat to your authorized representative along with the letter of possession.

Thanking you.

Yours sincerely,

G.B. Ram Babu.
Sr. Manager – Customer Relations.

From
Mr. _____,
_____,
_____.

Date: _____

To,
The Managing Partner,
M/s. Alpine Estates,
5-4-187/3&4,
Soham Mansion,
2nd Floor, M.G. Road,
Secunderabad.

Sub.: Authorization for signing booking form.

Ref.: Booking for flat no. _____ in block '_____' in your project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

I have made a booking for flat no. _____ in your project known as 'Mayflower Heights'. An amount of Rs. _____/- (Rupees _____ only) by cheque no. _____ dated _____ drawn on _____ Bank has been paid to you towards booking amount.

However, I am not residing in Hyderabad and therefore I am not able to sign the booking form. I authorize Mr. _____ (my father/mother/brother) R/o. _____ to sign the booking form on my behalf.

I hereby declare that I have gone through and understood the terms and conditions mentioned in the said booking form and shall abide by the same.

Thank You.

Yours sincerely,

Signature:

Customer name:

Date:

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Letter of confirmation

To,

Date:

_____,
_____,
_____.

Sub.: Compensation for delay in handing over completed flat.

Ref.: Your booking for flat no. _____ in our project known as 'Mayflower Heights' at
Premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076,
vide booking form no. _____ dated _____.

Dear Sir / Madam,

We hereby confirm that in case of delay in handing over possession of the completed flat, beyond the schedule date of handing over possession along with a grace period of 6 months, as given in reference above, we shall pay compensation to you equal to the market value of rent for the said flat subject to the following terms:

1. Compensation shall be paid only in cases where the entire sale consideration and other charges are paid in full.
2. Compensation shall be payable from the date of receipt of entire sale consideration including other charges.
3. The flat shall deem to be completed, and ready for possession, when works like flooring, bathroom tiles, doors, windows, grills, electrical fittings, painting, etc., are completed. The final coat of paint, polish and fixing of CP and sanitary ware shall be taken up only on receipt of full and final consideration. These works shall be completed within two weeks from the date of receipt of full consideration. Any complaints/construction defects given in writing shall be rectified within the two weeks time.
4. Other terms and conditions mentioned in the booking form and agreement of sale shall continue to be applicable.

Please sign a copy of this letter as your confirmation of accepting the above terms and conditions.

Thank You.

Yours sincerely,

Manager – Sales

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

Letter of confirmation

To,

Date:

Dear Sir/Madam,

Subject: Details of payments received.

Reference: Booking for Flat No. _____, block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

This is to confirm that we have received the following payments from you.

Sl No.	Date	Amount	Cheque no./cash	Receipt no.
Total				

The detailed account statement is as given below:

Amount in Rs.

A.	Sale consideration ¹ .	
B.	Misc. & Registration charges ² .	
C.	VAT	
D.	Service Tax ³ .	
E.	Charges for additions and alterations ⁴	
F.	Other charges: ⁵ .	
G.	Amounts received ⁶ .	
H.	Balance amount due ⁷ .	

Notes:

1. Sale consideration is net of discounts.
2. If registration is not yet complete, registration charges will also have to be paid separately.
3. Service tax shown above is towards contingent liability for payment of service tax as estimated by us and subject to change. Of the said amount a part has been remitted to the government and the balance shall remain with us as a security deposit towards contingent liability. Additional charges towards service tax or refund of a security deposit shall be subject to the final outcome of the litigation with respect to payment of service tax.

4. Charges for additions and alteration provided may not have been shown above. They have to be paid for separately. Maintenance charges and corpus fund deposits may not have been included in the above statement.
5. Interest on delayed payment of installments may not have been reflected in the above statement and have to be paid separately
6. Amounts received after may not have been reflected in the above statement.
7. Receipts subject to realization of cheque.

Thank You.

Yours sincerely,
Soham Modi.

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

Letter of confirmation

To,
Mr.

Date:

Sub.: Payment of compensation by way of rent.

Ref.: Your booking for flat no. in block no. ' ' in our project known as 'Mayflower Heights' situated at Survey Nos. 1/1, 191 & 2/1/1, Mallapur, Hyderabad, vide booking form no. dated .

Dear Sir,

We thank you for paying the entire sale consideration for purchase of the above referred flat along with stamp duty, registration charges, interest on delayed payments, VAT, etc. As a special promotion, we hereby confirm that we shall pay you a rent of Rs. /- per month as compensation for payment of entire sale consideration in advance subject to the following terms and conditions:

1. The rent shall be paid in advance before the of each month from .
2. The rent shall be paid upto the date of handing over possession or intimation by us to you in writing stating that the flat is ready for possession, irrespective of the actual date of possession. The rent shall be paid only upto to the date of intimation and any delay in taking possession by you shall be on your account. You shall not raise any objection on this count.
3. The flat shall be deemed to be ready for possession when all works are completed, expect the final coat of paint, floor polishing and installation of CP and sanitary fittings. These works shall be completed within 2 weeks on intimation by you for your readiness to take possession of your flat.
4. Rent shall be paid for the whole month irrespective of date of possession in that month.
5. Other charges like payment of service tax, corpus fund, cost of additions and alterations, maintenance charges, etc., if any, shall be paid to the builder/ Owners Association before taking possession of the flat. Any delay in payment of these charges shall not be deemed to be a delay in handing over possession.
6. You shall provide a list of minor finishing works or corrections that may be required in the said flat shall be given to us in writing atleast 2 weeks in advance to enable us to complete

the works before handing over possession. In case of failure to provide a written list, it shall be deemed that no corrections are required in the said flat.

Please sign a copy of this letter as your confirmation of accepting the above terms and conditions.

Thank You.

Yours sincerely,

SohamModi
Managing Partner

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

Letter of confirmation

To,

Date:

_____.

Sub.: 'Pre-EMI free' offer.

Ref.: Your booking for flat no. _____ in our project known as 'Mayflower Heights' at Premises
No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076, vide booking
form no. _____ dated _____.

Dear Sir / Madam,

We hereby confirm our offer for paying the Pre-EMIs (interest only) on the housing loan taken
by you for purchase of the said flat on the following terms and conditions:

1. We agree to reimburse to you the interest paid on housing loan taken against the purchase
of the said flat within 7 days of providing details of such payment.
2. You shall apply for housing loan within 15 days of booking and obtain approval for the
housing loan within 30 days of booking.
3. You shall pay atleast 15% of the entire sale consideration along with stamp duty,
registration charges, VAT & Service Tax within 30 days of booking.
4. The first tranche of the housing loan should be released in our favour within 60 days of
booking.
5. The offer to pay interest or Pre-EMIs shall be limited to the period starting from release of
the first tranche of housing loan up to the date of issue of 'Ready for Possession' notice by
us or 18 months from date of booking, whichever is earlier.
6. This offer stands void in case of default of any of the above conditions by the Purchaser.
7. Other conditions mentioned in booking form, agreement of sale, construction agreement,
sale deed, etc., shall apply.

Please sign a copy of this letter as your confirmation of accepting the above terms and
conditions.

Thank You.

Yours sincerely,

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Letter of confirmation

To,

_____,

_____,

_____.

Date:

Sub.: Discount.

Ref.: Your booking for flat no. _____ block no. _____ in our project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076, vide booking form no. _____ dated _____.

Dear Sir / Madam,

We hereby confirm our offer for discount of Rs. _____ /- per sft (Rupees _____ only) on the said flat on the following terms and conditions.

1. The said discount shall be adjusted in your _____ installment dated _____ for an amount of Rs. _____ /- (Rupees _____ only).
2. Other conditions mentioned in the booking form, agreement of sale, construction agreement, sale deed etc., shall apply.

Please sign a copy of this letter as your confirmation of accepting the above terms and conditions.

Thank You.

Yours sincerely,

Manager – Sales

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Letter of confirmation

To,

Date: _____

_____,

_____,

_____.

Sub.: On time payment discount.

Ref.: Your booking for flat no. _____ in block _____ in our project known as 'Mayflower Heights' at premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076, vide booking form no. _____ dated _____.

Dear Sir / Madam,

We hereby confirm our offer for on time payment discount of Rs. _____ /- per sft (Rupees Only) on the said flat on the following terms and conditions.

3. The said discount shall be adjusted in your installment at the time of clearing all the dues including VAT, Service Tax, stamp duty and registration charges.
4. This discount shall be given to you if all installments mentioned in the booking form / agreement of sale are paid to us on or before the due date mentioned therein.
5. This offer stands void in case of default of any of the above conditions by the Purchaser.
6. Other conditions mentioned in booking form, agreement of sale, construction agreement, sale deed, etc., shall apply.

Please sign a copy of this letter as your confirmation of accepting the above terms and conditions.

Thank You.

Yours sincerely,

Manager – Sales..

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Letter of confirmation

To,

_____.

Date: _____

Sub.: Offer for payment of stamp duty, registration charges.

Ref.: Your booking for flat no. _____ in our project known as 'Mayflower Heights' at
Premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076,
vide booking form no. _____ dated _____.

Dear Sir/Madam,

This is to confirm that we shall pay the cost of stamp duty and registration charges of the sale deed (excluding registration charges for Agreement for construction) for your flat referred to above. All other terms and conditions mentioned in the booking form, agreement of sale, etc., shall continue to be in force.

Thank You.

Yours sincerely,

Manager - Sales

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Letter of confirmation

To,

_____.

Date: _____

Sub.: 'Free Modular kitchen' offer.

Ref.: Your booking for flat no. _____ in block _____ our project known as
'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R.
District – 500 076, vide booking form no. _____ dated _____.

Dear Sir / Madam,

We hereby confirm our offer to provide a modular kitchen free of cost for the said flat on the following terms and conditions:

1. The Modular kitchen shall be provided free of cost only if 15% of total sale consideration is paid on or before _____.
2. Modular Kitchen shall be of a standard design & size, as per our company policy, without hob and chimney. We reserve the right to choose a Vendor of our choice.
3. This offer stands void in case of default of any of the above conditions by the Purchaser.
4. Other conditions mentioned in booking form, agreement of sale, construction agreement, sale deed, etc., shall apply.

Please sign a copy of this letter as your confirmation of accepting the above terms and conditions.

Thank You.

Yours sincerely,

Manager-Sales

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Letter of confirmation

To,

_____.

Date: _____

Sub.: 'Fully furnished designer flat' offer.

Ref.: Your booking for flat no. _____ in block '_____' in our project known as 'Mayflower Heights' at premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076, vide booking form no. _____ dated _____.

Dear Sir / Madam,

We hereby confirm our offer to provide furniture (as per details given below) free of cost for the said flat on the following terms and conditions:

1. Furniture, fixtures and soft furnishings shall be delivered and fixed within 4 to 6 weeks of clearing all dues.
2. Furniture shall be of a standard make, size and color, as selected by our company. We reserve the right to change the Vendor / brand.
3. Other conditions mentioned in booking form, agreement of sale, construction agreement, sale deed, etc., shall apply.

Please sign a copy of this letter as your confirmation of accepting the above terms and conditions.

Thank You.

Yours sincerely,

Manager-Sales.

Furniture Details:

1. Drawing: Sofa set 3+ 1 + 1 or 3 +2 or 2 + 2, centre table, 1 side table, T.V unit. 2. Dinning: 6 seater dinning table with chairs in solid wood, buffet cabinet. 3. Kitchen: Modular kitchen of standard make and design. 4. Master bedroom: Queen size bed with two night stands in solid wood, 6x7 wardrobe, laminated wooden flooring, dressing table. 5. Other bedrooms: Queen size bed with two night stands or a pair of single beds with 1 night stand in solid wood, 4x7 wardrobe. Soft furnishings: 6. Highlighted or textured wall paint in on 1 wall in drawing, dinning at each bedroom. 7. Light fittings and fans for all rooms. 8. Mirrors in bathrooms. 9. Curtains in all rooms. 10. Mattress, pillows and bedspread for all beds. 11. Decorative lamps, wall hangings, pillows, planters, rugs for all rooms as per design requirement.

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

From,

To,
Manager - Customer Relations
Modi Properties & Investments Pvt. Ltd.,

Sub.: Request for permission to conduct house warming ceremony.

Dear Sir,

I have booked flat no. _____ in the project known as 'Mayflower Heights' at premises No. 3-3-27/1, Mallapur Village, Uppal, Mandal, R.R. District – 500 076.

I request you to permit me to conduct a house warming ceremony in the said flat on _____. I further request you to permit me to use the club house for the same.

Thank You.

Yours sincerely,

Signature: _____

Name: _____

For office use only – do not write here

Balance amount due including VAT, Service Tax, registration charges & extra specs charges			
Interest for delayed payment			
Permission granted		☐ Yes ☐ No	
Accountant		Manager Customer Relations	
Date:			Sign

	Sign:	Date	
--	-------	------	--

From,

_____.

Date: _____

To,
The Managing Partner,
M/s. Alpine Estates,
5-4-187/3&4,
M.G. Road,
Secunderabad

Sub: Request for payment of sale consideration as per norms of bank.

Ref: Booking for flat no. _____ in 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076.

I have made a provisional booking for flat no. _____ in your project known as 'Mayflower Heights' at premises no. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076.

I have availed a housing loan from _____ bank, for an amount of Rs. _____/- for the payment of part of Sale consideration for the above referred flat. As per the norms of the banks the housing loan will be released in tranches as per the schedule given below:

S. No.	Stage of Construction	Percentage of housing loan that will be released to the Builder
1	On registration of Sale Deed/completion of footings	30%
2	On completion of RCC slab	30%
3	On completion of brickwork and plastering	20%
4	On completion of construction	20%

I request you to condone any delay in payment as mentioned in the booking form referred to above. In its place payments shall be released as given above. I hereby undertake and confirm that I shall ensure that the bank will release the payments as given above and I shall fully co-operate with the bank and the Builder and sign all such documents required for release of the above amounts.

I further confirm that in case of any delay in release of housing loan, even though the construction is completed as referred above, interest on delayed payments shall be chargeable as mentioned in the agreement of sale and I will not raise any objections on that count on a future date.

Please sign a copy of this letter as your confirmation of having accepted the above terms and conditions.

Thank You.
Yours Sincerely

Customer Name

Agreed and accepted the above terms.
Signature :

Name: Soham Modi
Company:

Date:

From,

_____.

Date: _____

To,
The Managing Partner,
M/s. Alpine Estates,
5-4-187/3&4,
Soham Mansion,
2nd Floor, M.G. Road,
Secunderabad.

Sub.: Request for payment of sale consideration as per norms of bank.

Ref.: 1. Booking for flat no. _____ in 'Mayflower Heights' at premises no. 3-3-27/1,
Mallapur Village, Uppal Mandal, R. R. District – 500 076.

2. Agreement of sale dated _____.

I have made a booking for flat no. _____ in your project known as 'Mayflower Heights'. I have also executed an agreement of sale referred to above.

I request you to re-schedule the payments / installments as follows:

S. No.	Installment No.	Re-scheduled due date	Amount
1.			
2.			
3.			
4.			
5.			

I request you to condone any delay in payment as mentioned in the agreement of sale referred to above. In its place payments shall be released as given above.

Other terms and conditions and mentioned in Booking form, Agreement of Sale, Sale deed etc., shall continue to be in force.

Please sign a copy of this letter as your confirmation of having accepted the above terms and conditions.

Thanking You,
Yours sincerely,

Agreed and accepted the above terms

Customer Name

Signature
Name: Soham Modi
Company
Date:

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.
Phone: 66335551

Letter of Allotment for Car Parking

To,

_____.

Date: _____

Dear Sir / Madam,

Sub: Letter of allotment for Car Parking for the flat purchased by you in our project known as 'Mayflower Heights' situated at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

You have purchased flat no. _____ at 'Mayflower Heights' as per Sale Deed dated _____, bearing document no. _____ registered at the office of the Sub-Registrar, Kapra, R. R. District. As per our agreement you have been allotted covered car parking of about 100 sft.

This letter is to confirm that you have been allotted car parking no. _____ in the stilt floor/ basement of block no. _____ marked in red in the plan annexed.

You shall have absolute ownership rights on this car parking as per the terms and conditions of the above referred sale deed.

You shall not cover the car parking area by any permanent or temporary structure. You shall also abide by all the rules and regulations of Mayflower Heights Owners Association as applicable for this car parking allotted to you.

Thank you.

Yours Sincerely,

For Alpine Estates.

**Authorised Signatory.
(SOHAM MODI)**

Confirmed & Accepted

Signature: _____

Name: _____

Date: _____

* Enclosed: Parking Plan

ALPINE ESTATES

5-4-187/3&4, II Floor, M.G. Road, Secunderabad – 500 003.

Phone: 66335551

Date:

To,

Sub.: Provision of modular kitchen.

Ref.: Booking for flat no. in our project known as 'Mayflower Heights' at Premises
No. 3-3-27/1, Mallapur Village, Uppal Mandal, R.R. District – 500 076.

At the time of booking a special offer for providing a modular kitchen was made to you. We have now tied up with Kitchen-By-Design for providing the modular kitchen in our projects.

Kitchen-By-Design is a leading supplier of modular kitchens in Hyderabad and have been in the field for over a decade. We believe that they are one of the few professional people in the field.

A design for your modular kitchen is enclosed herein. You are requested to visit their showroom at Banjara Hills to select the color of your choice. Black granite top along with a suitable sink shall be provided from our side.

If you wish to make any additions and alterations you are requested to discuss the same with Kitchen-By-Design and any additional cost shall be borne by you.

Regards,

G. B. Ram Babu.

Sr. Manager – Customer Relations.

(9849648945)

Kitchen By Design

Address:

Linus Consultants Pvt. Ltd

BBR Forum, Opp. KBR Park, 8-2-120/115/B/6,

Road No. 2, Banjara Hills, Hyderabad 500 034

Ph No: 23551855/23553929/23550781

Fax: 23550861

Email: info@kitchen-by-design.com

www.kitchen-by-design.com

Contact person: Mrs. Harpreet Kaur – Manager, Sales.

Email: harpreet@kitchen-by-design.com

Mobile No. +91-9642322203.

From,

Date:

_____,'

_____,'

_____.

To,
Mr. Soham Modi
Managing Partner,
Alpine Estates,
5-4-187/3&4,
Soham Mansion
M.G. Road, Secunderabad.

Sub.: Undertaking for purchase of Mortgaged flat.

Ref.: Booking for flat no. _____, admeasuring about _____ sft. in the project known as Mayflower Heights situated at premises no.3-3-27/1, Mallapur Main Road, Hyderabad vide booking form no. _____ dated _____.

Dear Sir,

I have made a provisional booking for the above referred flat.

I have been informed that as per the terms of the building permit bearing no. 10413/P4/Plg/H/06 dated 23.3.2007, you have mortgaged to Kapra Municipality and HUDA certain flats in the above referred project. I have been informed that as per the rules of HUDA and Kapra Municipality the mortgage on said flats will be released only on satisfactory completion of the entire project or each block as per the byelaws specified from time to time. I have also been informed that the possession of the mortgaged flats cannot be handed over to the prospective purchasers nor can the said flats be alienated without obtaining NOC from HUDA / Kapra Municipality and before the mortgage is released.

I am aware that the flat I have purchased has been mortgaged to HUDA and Kapra Municipality as described above. I have agreed to make a provisional booking for the said flat having fully understood the implications and consequences of the terms of mortgage.

I hereby undertake to make payments as per installments mentioned in the booking form and that the payments shall not be linked to either the stage of construction or the possession of the flat. I further confirm that I shall not raise any objections with regard to the mortgage of the said flat and that I shall not demand that the possession of the said flat be handed over to me till such time all the formalities to release the mortgage have been completed.

Thank You.

Yours sincerely

Signature
Name:

From,
The Secretary,
Mayflower Heights Owners Association
Nagaram.

To,
Mr. /Mrs. _____,
Address _____,
_____.

Date: _____.

Sub.: Payment of arrears of maintenance charges for flat no. ____ at Mayflower Heights,
situated at premises no.3-3-27/1, Mallapur Main Road, Hyderabad.

As a member of Mayflower Heights Owners Association you are liable to pay maintenance charges every month on before the 10th of each month. Please note that you have defaulted in payment of maintenance charges and as on date the total arrears of maintenance charges from ____ to ____ is Rs. _____/-.

You are requested to clear the above arrears within 7 days of receiving this notice failing which we will take steps to recover this amount including disconnection of water and electricity supply. Hereafter you shall be barred from using the common amenities like clubhouse and swimming pool till such time the arrears are cleared. In case you fail to clear the arrears within 7 days of receiving this notice, legal proceedings will be initiated to recover this amount along with interest @ 2% per month and the cost of all legal proceedings shall also be recovered from you.

In case you are not residing in the said flat, you may pay the maintenance charges by way of post dated cheques. You may send 12 PDCs in advance once a year with the Owners Association.

Please note that the electricity department may dismantle the electric power supply in case the bills are not paid for 2 or 3 months. Penalty for reconnection is steep and you are advised to contact the electricity department to clear your arrears.

Thank You.

Yours sincerely,
For Mayflower Heights Owners Association,

Authorised Signatory.

From,

Date:

_____,'

_____,'

_____.

To,

Mr. Soham Modi
Managing Partner,
M/s. Alpine Estates,
5-4-187, 3&4,
Soham Mansion, II floor,
M.G. Road,
Secunderabad – 500 003.

Dear Sir,

I have booked flat no. _____ in block _____ in your project known as 'Mayflower Heights' at Premises No. 3-3-27/1, Mallapur, Near Nacharam, Hyderabad – 500 076., vide booking form no. _____ dated _____.

I have paid an amount of Rs. _____ / - out of the total sale consideration of Rs. _____ /- . I am due an amount of Rs. _____ /- to you.

I request you to re-sell the said flat to any intending purchaser on the rate & terms and conditions you deem fit.

Please deduct the arrears for the said flat from the amounts received from the intending purchaser and thereafter refund to me any excess amount that you may receive. You may collect charges like stamp duty, registration charges, service tax, etc., from the intending purchaser.

Hereafter I shall not have any right, title, claim of whatsoever nature against the said flat.

Thank You.

Yours sincerely,

ALPINE ESTATES

5-4-187/3&4, II Floor, M. G. Road, Secunderabad – 500 003.

Phone: 66335551

To,

Date:

Dear Mr. ,

Ref: Booking for flat no. on the floor in block ‘ ’ in our project known as ‘Mayflower Heights’ situated at Premises No. 3-3-27/1, Mallapur, Hyderabad – 500 076.

We have received an amount of Rs. lakhs out of the sale consideration of Rs. . At the time of booking we have offered to buy back your flat after a period of 12 months on certain terms and conditions. We request you to please confirm as to whether you wish to retain the said flat or permit us to sale the flat to any intending purchaser and refund your amount as per terms discussed earlier.

In case you wish to retain the flat, we request you to pay the balance amount of Rs. along with other charges at the earliest. Please confirm your preference at the earliest.

Thank You.

Yours sincerely,

G. B. Ram Babu
(9849648945)
Sr. Manager
Customer Relations.