

Sub.: List of files to be prepared for new projects.

The following list of files to be prepared for new projects. Print about 6 labels on A4 size sticker paper and paste on files. Label the file as name of company, Sy. No., and location of land and file name. Eg.: Modi Realty Pocharam LLP, Sy. No. 27, Pocharam, MDs notes file.

Files which are generally required:

1. Correspondence file.
2. LOI, MOU & agreements file.
3. MDs notes file.
4. Legal opinion and notes file.
5. Title documents – deeds and agreements file.
6. Title documents – Pahanis, passbooks, mutation orders and other revenue records.
7. Title documents – other title documents
8. Plans – revenue/development authority.
9. Plans – proposed development.

Files that may be additionally prepared.

1. GHMC/HMDA – old plans file.
2. Fire department – old plans file.
3. Court cases file.
4. Bank /mortgage file.
5. Irrigation dept. File.
6. Cancelled drafts file.
7. Cancelled plans file.
8. Copies file.
9. Sanction plans file.
10. Change of land use file.

Prepare file for original documents. These documents to be kept in custody of Kanaka Rao.

1. Original documents - LOI, MOU & agreements file.
2. Original Title documents – deeds and agreements file.
3. Original Title documents – Pahanis, passbooks, mutation orders and other revenue records.
4. Original Title documents – other title documents

Soham Modi.