

Application for Form -C under West Bengal Apartment Ownership Act 1972

Step 1: Navigation

Access Services Menu

Log in to the portal and click on the ‘**Services**’ menu available on the dashboard.

Select Department

From the left-side vertical menu, select the “**Department**” option.

Thereafter, from the top horizontal menu, click on “**Housing Department.**”

Choose Service

Under the Housing Department services, select “**Form -C under West Bengal Apartment Ownership act 1972.**”

Proceed to Application

Click on ‘**Accept**’ to enter the application window and proceed further.

Step 2: Filling of Application Form

Enter all required information in the respective fields accurately.

Ensure that no mandatory field is left blank.

Documents to be uploaded (*all the uploaded documents must be legible and proper alignment*).

- 1. Proof of Death (if applicable).*
- 2. Legal Heirship Certificate from 1st class Judicial Magistrate (if applicable).*
- 3. Will (if applicable).*
- 4. Deed of transfer.*
- 5. Additional Document. (Registration Certificate of the Association concerned)*
- 6. Scanned copy of the Form C solemnly affirmed before a competent person.*
- 7. PAN/Voter’s ID of the applicant*

Note: *Kindly ensure your presence on the scheduled date of hearing on time with physical copies of the uploaded documents and a valid Voter ID, PAN Card, or Aadhaar Card.*

Illustration for Filling up of Key Fields of Form C

¹Form-C

Instrument executed by the apartment owner(s) under sub-clause (ii) of clause (b) of sub-section (3) of section 4 of the West Bengal Apartment Ownership Act, 1972

[See sub-rule (1) of rule 6]

1. I/We _____ (***Name of the Applicant/s***) hereby declare that I/We am /are the present owner(s) of apartment No. _____ (***apartment no***) on the _____ (***floor details i.e. 1st/2nd etc.***) floor of the Building No. _____ (***building no./name***) situated at _____ (***address***) in the City /town /village of _____ within the Police Station _____ in the District of _____ having postal address _____ (***full postal address***) which forms part of a property already submitted to the provisions of the West Bengal Apartment Ownership Act, 1972, (the Act) under a Declaration executed in conformity with the provisions of the Act and an Association of Apartment Owners was formed and registered under the Act being _____ (***name of the association***) having registration number _____

2. I/We further declare that I/We acquired ownership in the said apartment under a deed of transfer registered in the office of the Registrar/Sub-Registrar _____ in Book No. _____ Volume No. _____ Pages from _____ to _____ being No. _____ of the year _____.

A copy of such Deed of transfer is appended hereto and marked as Annexure-“A”.

I/We further declare that I/We acquired ownership in the said apartment under a will registered in the Office of the Registrar/Sub-Registrar _____ in Book No. _____ Volume No. _____ Pages from _____ to _____ being No. _____ of the year _____ and duly probated by a competent court of law having jurisdiction.

A copy of that Will and a copy of the final order of the Probate proceeding are appended hereto and marked collectively as Annexure- “A”.

I/We further declare that I/We acquired ownership in the said apartment by way of inheritance after the death of previous owner(s) as I/We am/are legal heir(s) of the deceased.

A copy of the legal heirship certificate is appended hereto and marked as Annexure-‘A’ and a copy of the death certificate of the deceased (s) owner is appended hereto and marked as Annexure-“B”.

3. I/We hereby further solemnly declare and undertake that I/We my/our heirs, executors, administrators and assigns shall in respect of the said apartment be guided by the provisions of the said Act and I /We shall comply strictly with the bye-laws made under Section 13 of the said Act and with the covenants conditions and restrictions set forth in the said Declaration. In witness whereof I/We have set my/our hands this _____ day of _____ 20 _____ and solemnly declare that what is stated in paragraph 1 is true in my/our knowledge, what is stated in paragraph 2 is information received from records and what is stated in Paragraph 3 above is an undertaking given by me/us.

1. Shri/Smt. _____ (Name, address and PAN/Voter's Card No.)

2. Shri/Smt. _____ (Name, address and PAN/Voter's Card No.)

3. Shri/Smt. _____ (Name, address and PAN/Voter's Card No.)

And so on

In the presence of (Witnesses)

1. _____ (Name, address and PAN/Voter's Card No.)

And

2. _____ (Name, address and PAN/Voter's Card No.)

Solemnly affirmed before me this _____ day of _____ 20 _____

(Signature of the Magistrate or any person competent to administer oath)

Note: [Delete the statements in paragraph 2 which are not applicable]"