



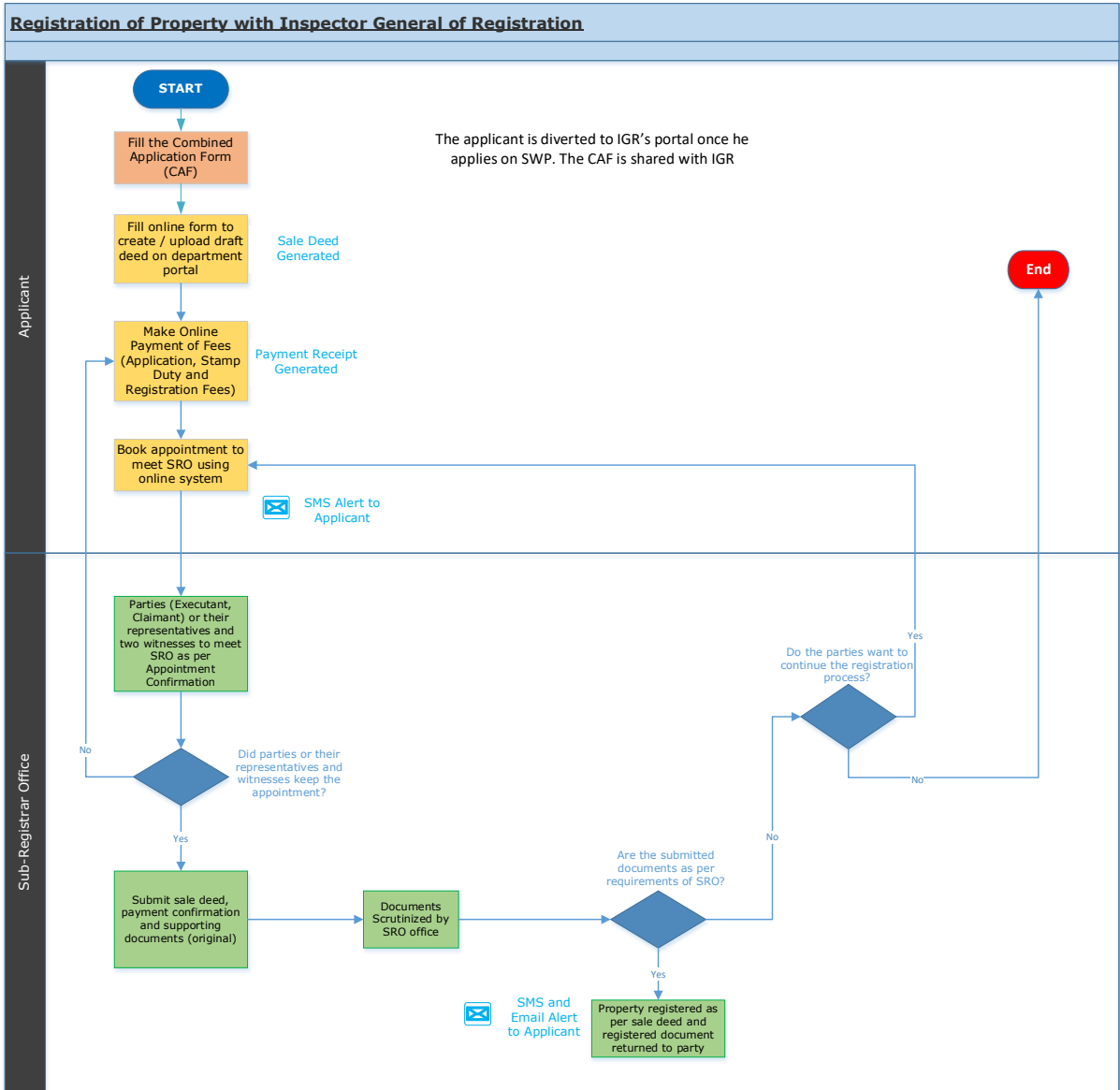
# **Registration of Property with Inspector General of Registration (IGR)**

Procedure, List of Supporting Documents and Fees

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# 1 Procedure



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## 2 Checklist of supporting documents

*There are no documents that are to be submitted during the online application process. The following documents have to be presented during the time of registration at the office of the Registering officer.*

<b>S. No.</b>	<b>Document</b>
1.	Sale deed signed by the claimant of the sale document
2.	Patta Transfer application with court fee label of INR 7/- duly filled and signed
3.	Form 60\61 Statement in case PAN Number is not provided in the document, and if the value of property exceeds Rs 5/- lakhs
4.	Receipts of registration fees, computer fees, sub-division fees, etc.
5.	Patta Passbook/10(1) Electronic statement received from Tashildar for agricultural property in 9 Notified Districts
6.	ID card (Issued by a Government Authority) for executant and claimant (for all deeds)
7.	ID card ((Issued by a Government Authority) for witnesses (for power deed only)
8.	Encumbrance Certificate

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### 3 Fees

#	Fee Type	Amount (in INR)
1	Stamp Duty	7% of market property value
2	Registration Fee	4% of market property value
3	Computer Fee	100
4	CD Fee per Copy	100
<b>Total</b>		<b>Sum of (1), (2), (3), &amp; (4)</b>

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