



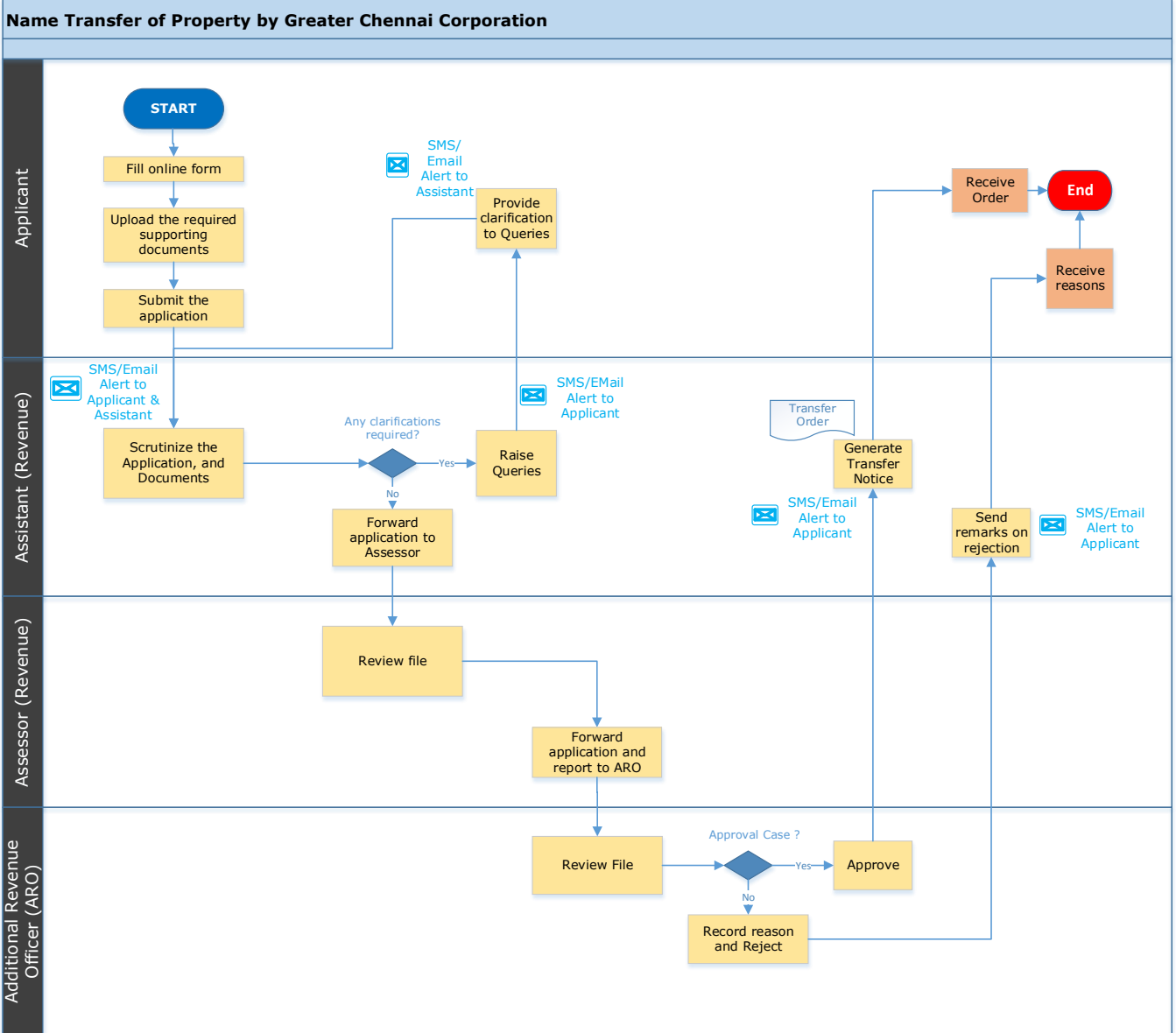
# **Name Transfer of Property by Greater Chennai Corporation**

Procedure, List of Supporting Documents, and Fees

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# 1 Procedure



**Legend**

- Offline
- Online – Department system
- Online – Single Window Portal (SWP)

## 2 Checklist of supporting documents

<b>S. No.</b>	<b>Document</b>
1	Attested copy of title deed (Sale deed, Gift deed, settlement deed, probated will etc.,)
2	Copy of receipt for up to date payment of property tax with arrears if any
3	Copy of the death certificate in the case of inheritance
4	Copy of Encumbrance certificate for the property registered before 10 years and above
5	Legal heir certificate from Taluk Tahsildar concerned in the case of transfer by inheritance.

## 3 Fees

Rs.50/- in the case of failure to give notice of transfer of title within the time stipulated (before 3 months from the date of registration, before 12 months in the case of inheritance).

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