



GRAND  
CITY  
MARDAN

## GUIDE TO TRANSFERS



Grand City Mardan management has created this guide to explain rules and procedures regarding transfer of files or allotments in order to protect our valued clients from any fraud or confusion.

Please follow the process and rules below to protect your investment at Grand City Mardan:

1. The official record of bookings and allotments at Grand City Mardan is kept at the management office present at the entrance of Grand City Mardan.
2. This record is authentic proof of ownership of any files or plots and therefore this office is to be informed and the relevant paperwork completed in order to transfer any ownership.
3. If an agreement is reached between two parties to transfer the ownership of a file or plot, both parties should inform the management office to initiate the transfer process.
4. In case of any dispute between the parties in court of law, Grand City Mardan management will testify as per the official record maintained at the management office.
5. As per the agreement signed at time of booking of the plot, all transfers need approval from Grand City Mardan management to ensure that there are no outstanding dues, fees, or penalties on the file.

### **Instructions to the Seller**

1. Do not sell any file which has an overdue amount as per agreed schedule or any outstanding fees or penalties without duly informing the buyer, as the transfer will be rejected unless these amounts are cleared.
2. Once you have agreed to sell your file to another party, fill out the **File Verification Release Form** below and hand it to the buyer so that they may verify the authenticity of your file.
3. Once the buyer is fully satisfied, you may receive token money (biyana) from them and enter into a sale agreement.

### **Instructions to the Buyer**

1. Unscrupulous parties may try to sell privately a file that has been cancelled or has outstanding dues, fees, or penalties and mis-informing you. The management office is available to facilitate you. You should contact the office and request file verification by obtaining a File Verification Release Form signed by the seller.
2. The seller may request that you deposit token money (biyana) before they fill the release form. You should insist that you want to verify the details of the file before any money is handed over.
3. The fees for file verification is Rs. 500 which will be later adjusted against the transfer fees if the file is transferred.

4. Once you are satisfied with the status of the file and are ready to purchase it, you may enter into a sale agreement with the seller.
5. You will still be bound with the terms and conditions of the file and therefore please read these carefully before transacting any money. If you are unsure about the terms and conditions the management office is available to explain these to you.
6. Transfer fees of Rs. 5/- per square foot will be payable by the buyer. In case verification fees were paid this will be adjusted in this amount.
7. On the day of the transfer bring the original CNIC a passport size photograph.

### **Transfer Process**

1. Both parties must be present at the transfer office in person with original documents and CNICs.
  2. The seller will bring an empty stamp paper issued on his name on which the management office will print the transfer agreement.
  3. Both parties will sign the transfer agreement in the office in the presence of the Grand City Mardan authorized representative. The transfer agreement will say that the seller has received payment and agrees to transfer the file to the buyer.
  4. The transfer agreement will be added to the official record kept at the management office.
  5. The revised allotment letter / transfer letter will be issued to the buyer after ten days.
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## FILE VERIFICATION RELEASE FORM

File Number (GM Number)	
Plot Number	

Name of Person Seeking Information	
CNIC of Person Seeking Information	

I hereby authorize Grand City Mardan management to release information confirming my ownership of the file and any pending dues, fees or penalties, to the person named above. I have **not yet agreed to the sale** of my file and am filing this form so that the potential buyer can verify my claim of ownership and the status of my file.

Name of File Owner	
CNIC of File Owner	
Signature of File Owner	

The section below is to be completed by management:

Date of Information Release	
Name of Grand City Mardan Representative	
Remarks	

## **TRANSFER AGREEMENT**

**(TO BE PRINTED ON STAMP PAPER BY GRAND CITY MARDAN MANAGEMENT)**

This agreement is made between \_\_\_\_\_, father's name \_\_\_\_\_, CNIC # \_\_\_\_\_, hereinafter referred to as the seller; and \_\_\_\_\_, father's name \_\_\_\_\_, CNIC # \_\_\_\_\_, hereinafter referred to as the buyer.

The agreement is made in regards to the file number \_\_\_\_\_ for plot number \_\_\_\_\_, which is \_\_\_\_\_ square feet in size, at Grand City Mardan.

The seller certifies that he/she has received payment for their file/allotment and authorizes Grand City Mardan management to transfer it to the buyer.

The seller will have no further claim over the file, allotment, or plot and neither will their heirs, representatives, or assignees.

The buyer agrees that he/she is bound by the terms and conditions of the file/allotment and will abide by the rules and regulations established by the management of Grand City Mardan.

The buyer certifies that he/she is fully aware of any pending payments due on the file and will make payments as per the agreed upon schedule.

<b>Seller's Thumbprint</b>		<b>Buyer's Thumbprint</b>	
<b>Seller's Signature</b>		<b>Buyer's Signature</b>	
<b>Seller's Name</b>		<b>Buyer's Name</b>	
<b>Date Signed</b>		<b>Date Signed</b>	

<b>Management Witness Signature</b>	
<b>Management Witness Name</b>	