

Required to be submitted on the Firm's letterhead.

PROFORMA OF ALLOTMENT LETTER

To,

Name: _____

Address: _____

Email ID: _____

Subject: Allotment of [Flat/Unit/Plot No.] in the project “Project Name” situated at “Project Address”.

1. Project Details:

Name of Project: _____

Project Registration No.: _____

Project Address: _____

Total Land Area: _____

Name of Promoter: _____

Contact Details: _____

2. Allottee Details:

Particulars	Details
Name of Allottee	
Father's/ Husband's Name	
Permanent Address	
Present Address	
PAN No.	
Aadhar No.	
Contact No.	
Email ID	

3. Unit Details:

Description	Particulars
Flat/Unit No./Plot No.	
Block/Building/Tower	
Floor	
Super Built-up Area (in Sq. Ft.)	
Carpet Area (as per RERA definition)	
Area of Exclusive balcony (in Sq. Ft)	
Type of Unit	
Parking Space (Open/Covered)	
No. of Parking Spaces	
Date of Completion (Expected)	
Total Payable amount (Including Tax)	

4. Consideration and Payment Schedule

Mode of Payment: _____ (*Cheque/RTGS/NEFT/UPI etc.*)

5. Promoter's Assurances:

1. The project is duly registered with Bihar RERA under Registration No. _____.
2. The Promoter shall complete construction and hand over possession on [*Completion date*].
3. The project is free from all encumbrances and legal disputes.
4. The layout plan, sanctioned map, and specifications are duly approved by competent authority.
5. The floor plan, design, and specifications of the said Flat/Unit/Apartment shall be delivered to the Allottee as envisaged under the Real Estate (Regulation and Development) Act, 2016 and the Rules made thereunder.
6. All payments received from the Allottee shall be deposited in a separate RERA- Project Account, strictly in accordance with the Standard Operating Procedure (SoP) issued by RERA Bihar on 20/12/2024.
7. The Promoter shall execute a registered Agreement for Sale with the Allottee.
8. The booking amount, to be charge upon entering the registered agreement for sale, shall not be more than 10 % of the unit cost.

6. Allottee's Obligations

1. The Allottee agrees to make timely payments as per schedule, C attached with agreement for sale.
2. Delay in payment will attract interest as per the terms of the agreement for sale.
3. The allottee may cancel the allotment as per terms of the agreement for sale.

7. Possession:

Possession shall be offered only after obtaining Occupancy/Completion Certificate. The Promoter shall give three months' written notice before handing over possession.

8. Cancellation / Termination:

1. In case of default by the Allottee, the Promoter may cancel the allotment after due notice. If the project is cancelled, all amounts shall be refunded with interest within 45 days.

9. Jurisdiction:

All disputes shall be subject to the jurisdiction of Bihar RERA as per the Act and Rules.

10. Declaration:

Both parties declare that they have read and understood the terms and agree to abide by the same.

For Promoter/ Developer:

Name: _____
Designation: _____
Signature: _____
Seal & Date: _____

For Allottee:

Name:
Signature: