



Khata Transfer (BBMP)

Important Information & FAQs



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Important Information & FAQs related to Khata transfer process (BBMP):

KEY: “Knowledge Empowers You!” to make informed decisions.

As a part of our **KEY** series, we are sharing our wisdom based on our interactions, facts and subject matter expertise.

BBMP Khata Services - General Guidelines & FAQ for citizens

1. What is Khatha?

Khatha of a property is when that property is recorded in the property register maintained in a Municipality or Corporation. When a property is registered with the Municipality or Corporation, it is assessed to tax, assigned a municipal number and records the person primarily responsible to pay the property tax.

2. Who can apply for a Khatha?

Any title holder of a property within the BBMP Jurisdiction can apply for a Khatha online or from BangaloreOne center, along with relevant documents.

3. What are the documents required for Khatha service?

Documents required for Khatha service depends on different scenario. The complete details of required documents are provided in pdf file

4. How to submit the documents?

The required documents should be scanned and uploaded against each document type in download section. The scanned document should be complete and clearly visible. The max size for any document is 5MB. Uploading incomplete/incorrect documents can lead to rejection of your application

5. What are the details of fees that are required to be paid for Khatha service?

If applying for a Khatha service then,

- Payment of Khatha Service fee at the rate of 2% on the value of stamp duty of the deed.
- Rs.125 for copy of Khatha certificate and Khatha extract

The total fees to be paid will be informed to applicant via SMS

6. How to pay the fees for Khatha Service?

Khatha service fee can be paid at nearest Karnataka One (earstwhile BangaloreOne) center against the Sakala GSC no.

7. What are the process involved in the Khatha Service?

From the citizens of point of view, application for Khata service will go through 6 steps:

1. Documents verification
2. Physical inspection
3. Preliminary report generation
4. Khatha transfer/registration/bifurcation/amalgamation approval
5. Fees/charges payment
6. Khatha certificate and extract issue

After each step completion, applicant will be informed via SMS

Documents Required for Khata Services:

Serial #	Scenario	Documents Required
1	Through Sale deed	i. Sale deed ii. Tax paid receipt (for current year) iii. Encumbrance certificate (Form - 15) from date of sale deed to the current date
2	Through Inheritance (Will)	i. Previous title deed or possession certificate in case of allotment by a Govt. agency ii. Tax paid receipt (for current year) iii. Will iv. Original death certificate of the Khathadar v. Encumbrance certificate (Form - 15) from date of previous sale deed or possession certificate to the current date vi. Notarized family tree and NOC from family members (In case of unregistered will)
3	Through Inheritance (No Will)	i. Previous title deed or possession certificate in case of allotment by a Govt. agency ii. Tax paid receipt (for current year) iii. Partition deed iv. Original death certificate of the Khathadar v. Notarized family tree and NOC from family members vi. Encumbrance certificate (Form - 15) from date of previous sale deed or possession certificate to the current date
4	Through Gift	i. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency ii. Gift deed iii. Tax paid receipt (for current year) iv. Encumbrance certificate from date of previous sale deed or possession certificate to the current date

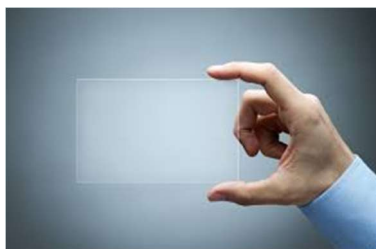
5	Through a Court Decree	i. Court decree ii. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form - 15) from date of previous sale deed or possession certificate to the current date
6	Through Partition/Release deed	i. Partition/Release deed ii. Previous title deed(s) or possession certificate in case of allotment by a Govt. agency iii. Tax paid receipt (for current year) iv. Encumbrance certificate (Form - 15) from date of previous sale deed or possession certificate to the current date

Disclaimer: This document is created for your guidance only. We cannot be held responsible at all in case of any errors or omissions. Please refer to guidelines issued by your ward's BBMP office.



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Agarwal Estates aspires to empower customers with the **right knowledge** to enable them to make the **right decisions** at the **right time**.



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