



Khata Transfer Steps



Happy Homes... Happy Families

One Stop, All Solutions - Real Estate Services

Founded by NRI/Techie (Ex-Cisco/TCS/HP/Dell/Atos Origin)

A Venture to Redefine TRUST with a unique concept of

All we need is Your Autograph!®



The CEO Story™
Many Riches Success...



ConsultantsReview 25 MOST PROMISING
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Steps for applying Khata Trasfer under Sakala Online:

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.

This is the document intended to elaborate the registration and application process for applying the Khata transfer under Sakala System online.

Documents (copies) required for taking BBMP’s Joint Commissioner’s approval:

From the Builder:

1. Mother deed
2. BBMP land khata extract & certificate
3. Betterment charge paid receipt.
4. DC conversion certificate
5. Plan approval copy
6. Occupancy certificate
7. Land tax paid receipt
8. EC for land use
9. Joint development agreement (in case it's not an outright sale)
10. General power of attorney
11. Sharing agreement copy

From the owners:

1. Copy of registered sale deed (all pages, including the back side).
2. Copy of registered sale deed of all the previous owners
3. Copy of EC (for last 15 years)
4. Copy of property tax paid receipt,
5. Copy of previous khata, if any
6. Copy of Mobile linked Aadhaar number of all the registered owners.
7. Covering sheet (to be attached with each individual set of documents) which should contain the following information about each individual apartment.
 - a. Name (of all the current registered owners)
 - b. Aadhaar Linked Mobile number
 - c. E-mail ID
 - d. Super built up area (in sq ft) of the apartment (as per the sale deed)
 - e. Additional space if any (like terrace, extra balcony space) which is not covered in super built up area (this is often not included for calculation of the property tax)
 - f. No of parking (both open and covered)
 - g. Present condition of the apartment (rented / self occupied / vacant)

8. Excel sheet (soft copy) containing the following details (spellings/specifications should be doubly checked before sending):
 - a. Names of the present owner(s)
 - b. Block & Apartment number
 - c. Size of the apartment (super built up area in sq ft, as per the registered sale deed)
 - d. Total number of parking's (including both open and covered)
 - e. Registration Number (can be found on the sale deed)

Soft copies required from owners, for uploading on Sakala website:

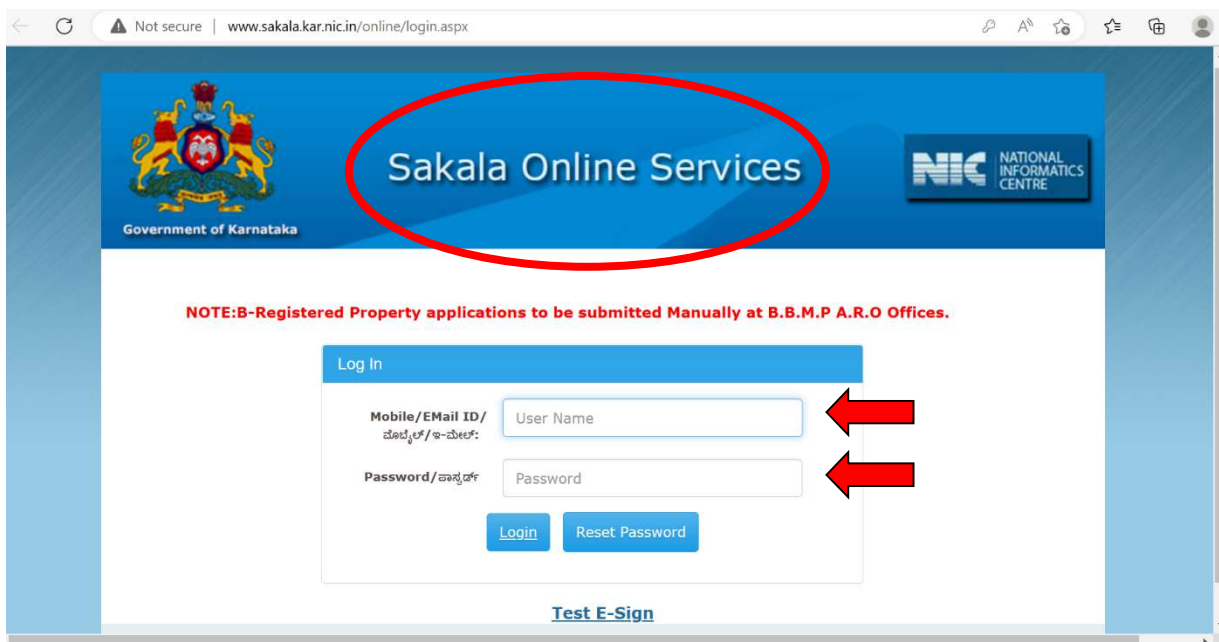
Each scanned copy should not be more than 5MB, total copies to be uploaded should not be more than 15MB)

1. Registered sale deed.
2. In case of multiple sales, then registered sale deeds of all such sales.
3. Encumbrance Certificate (from the date of sale till date of applying for khata)
4. Affidavit for Joint Khatha application (only in case if the bifurcation is done in multiple applicant's names)

Steps for applying on Sakala website:

The residents should upload their document themselves to save time and avoid any errors in uploaded data.

1. Login and create Username & Password for the website & login:
<http://www.sakala.kar.nic.in/online/login.aspx>



2. Apply and upload documents through Online Application Form button:



The screenshot shows the 'Sakala Online Services' portal. The 'Application' dropdown menu is open, and a red arrow points to the 'Online Application Form' option. The portal also displays a table with application statistics and links for document requirements and guidelines.

# of Applications submitted by Applicant	# of Applications in Intermediate Stage	# of Applications Closed
0	0	

3. Enter the relevant details in the next page. **Note:** Please refer to the details provided in your sale deed as all such information would be required to be entered. Also information on you BBMP ward, revenue pockets etc. would be required.



The screenshot shows the 'Application Form' page. It includes fields for Service Applied for Khata, Applicant Type, Application Type, Owner Name, Transfer Name, Allotment No., ID Type, PID/Khatha No., SAS Zone, and Ward No/Name/Address. The form is designed to collect detailed information for Khata services.

4. After entering the details, upload the relevant documents in the next page.

Upload Documents/ದಾಖಲೆಗಳನ್ನು ಅಪ್‌ಲೋಡ್ ಮಾಡಿ

Reference No/ದೇಖ ಸಂಖ್ಯೆ:

How did you get this Property?/ಈ ಸ್ಥಳವನ್ನು ಹೇಗೆ ಪಡೆದಿದ್ದೀರಿ?

Maximum size of each file should be less than 5MB and Total size of all documents should be less than 15MB
ಪ್ರತಿ ಕಡತದ ಗರಿಷ್ಠ ಗಾತ್ರ 5MB ಗಿಂತ ಕಡಿಮೆಯಿರಬೇಕು ಮತ್ತು ಎಲ್ಲಾ ದಾಖಲೆಗಳ ಒಟ್ಟು ಗಾತ್ರವು 15 MB ಗಿಂತ ಕಡಿಮೆ ಇರಬೇಕು

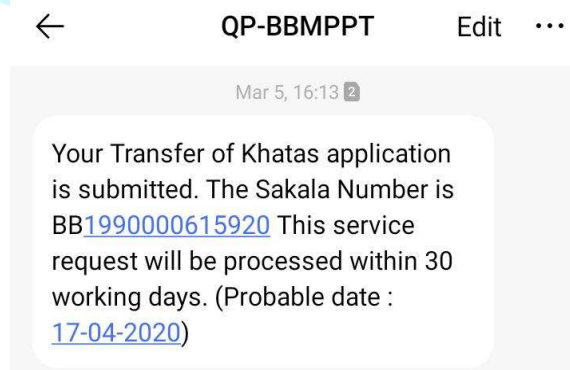
S.No	Name	Upload
1	Sale deed	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2	Tax paid receipt (for current year)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
3	Encumbrance certificate (Form – 15) from date of sale deed to the current date	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4	Self-attested sketch copy showing overall and bifurcation area details	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5	Affidavit for Joint Khatha application (only in case if the bifurcation is done in multiple applicants names)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
6	Improvement Charges Receipt	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Activate Windows
Go to Settings to activate Windows

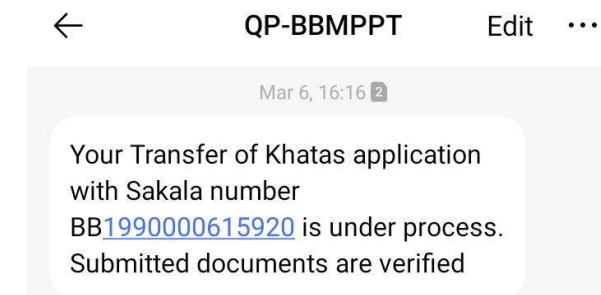
5. After completing the upload and submission of the documents. You'll be allocated a unique 13 digit application number starting with BB.

Following SMSes are received (on the registered mobile number) in the order they're provided below. Please note that the SMSes are generated after relative actions taken by the concerned ARO (Asstt Revenue Officer) of your ward.

First SMS:



Second SMS:



Third SMS:

← **BP-BBMPPT** Edit ...

Your Transfer of Khatas application
with Sakala number
BB1990000615920 is under process.
Physical inspection of property is
completed

Fourth SMS:

← **BP-BBMPPT** Edit ...

Your Transfer of Khatas application
with Sakala number
BB1990000615920 is under process.
Preliminary report is generated

Fifth SMS:

← **BP-BBMPPT** Edit ...

Your Transfer of Khatas application
with Sakala number
BB1990000615920 is under process.
Khatha transfer is approved. Please
pay prescribed fee

Sixth SMS:

← **BP-BBMPPT** Edit ...

Your Transfer of Khatas application
with Sakala number
BB1990000615920 requires payment
of Rs. (9534 + 125). Please pay at
nearest BangaloreOne center against
Sakala Number.

Final SMS:

← **BP-BBMPPT** Edit ...

Your Transfer of Khatas application
with Sakala number
BB1990000615920 is completed.
Khatha certificate and extract is
issued

Important Tips:

1. The payment for Khata charges can be made only at Karnataka One Centres (erstwhile Bangalore One Centres). You need to visit physically for making this payment. **No Online** payment facility is available of Khata charges at present.
2. After the receipt of last SMS, Khata certificate & Khata extract is issued by the respective ARO at BBMP office.

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.

Agarwal Estates Unique Differentiator

Agarwal Estates, One Stop, All Solutions - Real Estate services venture, utilizes the promoter's extensive experience in process implementation, service delivery and standard methodologies to suit the requirements of the real estate market in India. This has helped us in delivering high quality services - on time - and also enabled us to successfully launch the concept of: **All we need is your autograph!**™



TRANSPARENCY is the CORE VALUE of Agarwal Estates

Being a **transparent** organization, we empower our customers through our revolutionary concept and key initiative called as **KEY (Knowledge Empowers You)**. We share all the information with customers to enable them to make informed decisions. We have been constantly getting acknowledged by our existing customers about the **Knowledge** we share with them.

Agarwal Estates provides end-to-end solutions:

- **Real estate advisory:** Overseas investments, buy-back options, Flexible investment amount, etc.
- **Buy/sell/rent property:** Understanding your needs and providing the right solutions
- **Property and tenant management:** Peace of mind, guaranteed rent
- **Home loans:** Free consultancy, awareness about hidden charges, maximum savings
- **Home décor & interiors:** Six weeks completion for a standard 3 BHK starting at Rs 3+ lakhs
- **Allied services:** Property tax, Electric meter transfer, Vastu, etc.

ONE STOP, ALL SOLUTIONS - REAL ESTATE SERVICES



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



AGARWAL ESTATES®
TRUST Redefined



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