

## 1. Khatha Registration:-

The following documents are required for registration of Khatha for the first time.

Category of Property	Documents to be enclosed with the application
(a) Properties allotted by Bangalore Development Authority / Karnataka Housing Board	<ul style="list-style-type: none"><li>✓ Application in prescribed form</li><li>✓ Attested copy of the title deed</li><li>✓ Copies of previous tax paid receipts</li><li>✓ Possession certificate</li><li>✓ Sketch showing the location of property</li></ul>
(b) Revenue Pockets, BDA Re-conveyed areas, Gramathana, high rise buildings (both apartments and commercial complexes)	<ul style="list-style-type: none"><li>✓ Application in prescribed form</li><li>✓ Title documents, flow chart of the title</li><li>✓ Copies of previous tax paid receipts</li><li>✓ Proof of improvement charges paid</li><li>✓ Khatha extract issued by previous authority / local body.</li><li>✓ Sketch showing the location and measurements of the property</li></ul>

Time required:-

1. 7 working days in the case of BDA/KHB allotted properties
2. 30 working days in the case of revenue extensions, BDA re-conveyed areas, gramathana, high-rise buildings (both apartments & commercial complexes)

**NOTE: In case of revenue properties where conversion has not been obtained and approval of the competent authority for formation of layout has not been obtained, Khatha Registration will not be done unless they are regularized by the Government. However for the said properties assessment will be made for property tax and entered in the 'B' Register.**

## **2. Khatha Transfer:-**

The following documents are required for Transfer of Khatha from one person to another based on the documents like sale deed, will, gift deed, family partition, release deed, in respect of properties already having khatha:-

- ✓ Application in prescribed form
- ✓ Title documents, flow chart of the title
- ✓ Copy of upto date tax paid receipt
- ✓ Affidavit regarding / inheritance / gift / court decree.
- ✓ Original Death certificate in case of Kathadar's death

Time required:-

1. 7 working days in the case of BDA/KHB allotted properties
2. 30 working days in the case of revenue extensions, BDA re-conveyed areas, gramathana, high-rise buildings (both apartments & commercial complexes)

## **3. Khatha Bifurcation:-**

The following documents are required in the case of Bifurcation

- ✓ Application in prescribed form
- ✓ Copies of Registered title deed
- ✓ Tax paid receipts
- ✓ Sketch showing the bifurcation of the property and its measurements
- ✓ NOC from BDA if the property is located in BDA layout (for vacant lands)

Time required:- 30 working days.

## **4. Khatha Amalgamation:-**

The following documents are required for amalgamation of khatha.

- ✓ Application in prescribed form
- ✓ Copies of Registered title deed
- ✓ Tax paid receipts
- ✓ Sketch showing the amalgamation of the property and its measurements
- ✓ Affidavit regarding proof of blood relationship
- ✓ NOC from BDA if the property is located in BDA layout (for vacant lands)

Time required:- 30 working days