List of Documents required for adding a new property

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

Sl. No	Category	Optional/Mandatory	Document	Format	Remarks
1	Address Proof	Mandatory	Any of the following documents	pdf/jpeg/png	In case of multiple/institutional Applicant please provide ID of primary or authorized person
			1. Electricity Bill	pdf/jpeg/png	
			2. Water Bill	pdf/jpeg/png	
			3. Gas Bill	pdf/jpeg/png	
			4. Aadhar Card	pdf/jpeg/png	
			5. Voter Id	pdf/jpeg/png	
			6. Driving Licence	pdf/jpeg/png	
			7. Passport	pdf/jpeg/png	
2	Identity Proof	Mandatory	Any of the following documents	pdf/jpeg/png	In case of multiple/institutional Applicant please provide ID of primary or authorized person
			1. Aadhar Card	pdf/jpeg/png	
			2. Voter Id	pdf/jpeg/png	
			3. Driving License	pdf/jpeg/png	
			4. Pan Card	pdf/jpeg/png	
			5. Passport	pdf/jpeg/png	
3	Registration Proof	Mandatory	Any of the following documents	pdf/jpeg/png	In case of multiple Registration please provide Registration Proof for all Registration
			1. Sale Deed	pdf/jpeg/png	
			2. Gift Deed	pdf/jpeg/png	
			3. Patta Certificate	pdf/jpeg/png	
			4. Registered Will Deed	pdf/jpeg/png	
			5. Partition Deed	pdf/jpeg/png	
			6. Court Decree	pdf/jpeg/png	
			7. Property Auction	pdf/jpeg/png	
			8. Succession or Death Certificate	pdf/jpeg/png	
			9. Family Settlement	pdf/jpeg/png	
			10. Unregistered will Deed	pdf/jpeg/png	
4	Usage Proof	Optional	Any of the following documents	pdf/jpeg/png	In case of multiple floors/units please provide the Usage Proof of all floors/units
			1. Electricity Bill	pdf/jpeg/png	
			2. Trade License	pdf/jpeg/png	
			3. Institution Registration Document	pdf/jpeg/png	
5	Special Category Proof	Mandatory, if applicable	1. Service Document	pdf/jpeg/png	In case of multiple owners please provide the Special Category Proof of all the Owners (Incase of Special Category)
			2. Handicap Certificate	pdf/jpeg/png	
			3. Below Poverty Line Card	pdf/jpeg/png	
			4. Death Certificate	pdf/jpeg/png	
6	Occupancy Proof	Optional	Any of the following documents	pdf/jpeg/png	In case of multiple floors/units please provide the Occupancy Proof of all floors/units
			1. Rent Agreement	pdf/jpeg/png	
			2. Occupancy Certificate	pdf/jpeg/png	
7	Construction Proof	Optional	Building Permit Certificate	pdf/jpeg/png	In case of multiple floors/units please provide the Construction Proof of all floors/units