

# ARCHANA PROPERTIES PVT. LTD.

11, CROOKED LANE,  
KOLKATA – 700 069  
PH: (033) 2248 2519  
[happyhomes@live.in](mailto:happyhomes@live.in)  
CIN: U70109WB1999PTC089618

## PROVISIONAL ALLOTMENT LETTER

Date: ....., 2025

To

Mr.

(Address and Mobile number)

**Re:** Provisional Allotment of Unit No. ...., on ..... Floor having a carpet area of ..... sq. ft. Built up area of .....sq. ft.(equivalent to chargeable area of ..... sq. ft. (the “**SAID UNIT**”), more or less at “**HAPPY HOMES ‘V’ PHASE II BLOOMSBERRY**” at premises **MOHAN GHOSH ROAD, BAGHER GHOL GARIA, P.S.-NARENDRAPUR, DIST-SOUTH 24 PARGANAS.**

Dear Sir/ Madam,

We are pleased to inform you that the Said Unit has been provisionally allotted in your favour on the basis of your Application No.-..... dated ..... and on your depositing the application money of **Rs.....(Rupees .....Only.)**

Car Park Type	No. of Car Park

Your Customer’s Identification Number (**CIN**) is: .....

Please quote your CIN number and the **Unit No.....** in all future correspondence.

The payment of allotment money that is Rs. ....Equivalent to 10% of the total consideration,has to be made by you within 7 days (ie..... 2024). All subsequent due payments towards the cost/price of the Said Unit (based on the progress of construction of the Project and/or the Said Unit and in such installments as mentioned in the price and payment schedule annexed hereto), has to be made upon your execution and/or signing and registration of the “**Agreement for Sale**” of the Said Unit in the format prescribed by the authorities under (**WBRERA**). We request

X

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you to complete the agreement registration along with the due payments as per payment schedule agreed within date. We have already completed the tower and Rs. .... (if any) is due as on date.

Before signing and registration of sale you should get a home loan approval( if availing loan ) so that we maintain payment timeline, without which we won't be able to proceed for registration. Any delay in payment would attract interest as per Rera law.

This Provisional Allotment Letter (along with your Application) duly signed and confirmed by you supersedes all other publications and/or communications and neither you nor us shall be entitled to set up any oral agreement.

Please note that this Provisional Allotment Letter shall not be treated as an agreement for sale or transfer of the Said Unit till such time a formal agreement for sale of the Said Unit is signed between us.

Please further note that in case the Said Land is mortgaged to bank/financial institution(s) at any time in future for securing the loan availed by us for the purpose of construction of the Project, you will be deemed to have taken notice of such mortgage and in case you decide to avail loan from any bank/financial institution(s) for purchasing the Said Unit, then, you shall be required to obtain a **NO OBJECTION CERTIFICATE (NOC)** from the bank/financial institution(s) from whom you shall avail such loan confirming their acceptance of the Company having already created a charge over the Said Unit and also confirming that the charge already created by the Company shall continue to prevail (even after your taking such Bank/Institutional Finance for the Said Unit) till the execution of the transfer deed of the Said Unit in your favour. The Company, however, will get the charge of the Company released from the Company's Banker/Financial Institution(s) in respect of the Said Unit on or before the execution of the deed of transfer of the Said Unit in your favour in due course.

This letter is being sent to you in duplicate. We will appreciate if you kindly confirm the acceptance of this provisional Allotment Letter and send us at our office a copy of this letter duly signed by you along with payments (on each page as also on the

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annexures hereto at the places marked as 'X') as a token of your acceptance of this letter and annexures within 7 (Seven) days from the date of this letter failing which this Provisional Allotment Letter will stand automatically cancelled entitling us to forfeit Rs. ..../- + applicable GST (Rupees ..... Only) out of the application money paid by you.

Thanking you,  
Yours faithfully,  
For Archana Properties (P) Ltd.

Authorized signatory

Enclosed:     1. Typical Floor Plan identifying the Said Unit.  
                  2. Price and Payment schedule

I/We Confirm and accept the provisional allotment of the Said Unit as stated above:

\_\_\_\_\_  
(Signature of Sole/First Allottee)

\_\_\_\_\_  
(Signature of Joint/other Allottee's)

X

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## ANNEXURE (The Price & Payment Schedule)

### PRICE:

The total amount payable by you for the Said Unit is Rs.  
Only).

(Rupees:

### PAYMENT SCHEDULE

SL.NO.	Event Name	%	Amount (Rs.)
1	Booking paid with application	Of total consideration	
2	Provisional Allotment (Less application money)	10%	
3	On Execution of Agreement for Sales	10%	
4	On Completion of Pilling	5%	
5	On Completion of Foundation	5%	
6	On Completion of 1 <sup>st</sup> Floor Casting	10%	
7	On Completion of 3 <sup>rd</sup> Floor Casting	10%	
8	On Completion of 5 <sup>th</sup> Floor Casting	10%	
9	On Completion of 7 <sup>th</sup> Floor Casting	10%	
10	On Completion of 9 <sup>th</sup> Floor Casting	10%	
11	On completion of Brickwork of Unit	10%	
12	On Completion of Flooring of the unit	5%	
13	On Notice for Possession	5%	

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## C. EXTRA CHARGES

S.N.	EXTRA CHARGES	AMOUNTS
1.	Transformer/HT services	As per the Proportionate Cost as Certified by the Promoter
2.	DG power backup	As per the Proportionate Cost as Certified by the Promoter
3..	Legal/Documentation Charges	Rs. 15,000/- for 2BHK and 20,000/- for 3BHK
4.	Maintenance Charges	As per the Proportionate Cost as Certified by the Promoter
5.	WBSE BL Meter Charge	As applicable by the WBSEDCL Authority
6.	Corporation Tax / Panchayat Tax	As Applicable
7	Club Maintenance Charges.	As per the Proportionate Cost as Certified by the Promoter
8	Club Membership Charges.	as decided by the Management/Developer.
9	Stamp Duty / Registration Fee / incidental expenses.	At applicable rates.
10.	GST	as applicable.

## D. DEPOSITS

S.N.	DEPOSITS:	AMOUNTS
1.	Sinking Fund	Rs10/- per sq. ft. on Saleable area
2.	Maintenance Deposit	1.50 persqft for 12 months on saleable area.
3.	Corporation Tax/Panchyat Tax	Rs.10/- Per sqft

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## NOTES:

GST as applicable from time to time shall be payable in addition to the above-said costs/price/deposits. Any change in the same shall also be charged as applicable along with other rates & taxes applicable if any. GST for this booking is applicable on car parking and extra charges and deposits.

The payments are to be made by means of Pay Order/Demand Draft/Account Payee local Cheque drawn in favour of “Archana Properties (P) Ltd.”

Amounts will become payable within 15 days of the demand notice.

At the time of registration if market value is more than the value of the Said Unit, additional stamp duty as per the market valuation of the Registrar as also the applicable registration charges is also to be paid at the time of registration.

The Extra Charges as mentioned in 3 of (C) above will be payable @ 50% on provisional allotment and 50% on possession of the Said Unit;

Deposits of (D) above shall be payable on possession of the Said Unit.