

## GENERAL POWER OF ATTORNEY

Note: This format has been prepared as applicable to flats. The word "flat" can be substituted with the type of property for which the power of attorney is being executed. Similarly, the name of the concerned authority can also be changed as applicable. For the sake of convenience, we have italicized such words.

BE IT KNOWN TO ALL MEN BY THESE PRESENTS THAT I, Shri/Smt./Kumari \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ Resident of \_\_\_\_\_ (hereinafter called the Executants) do hereby nominate, constitute and appoint Shri/Smt./Kumari \_\_\_\_\_ Son/Daughter of Shri/Smt./Kumari \_\_\_\_\_ Resident of \_\_\_\_\_ as my true and lawful General Attorney in respect of my *Flat No.* \_\_\_\_\_, situated in the layout plan of \_\_\_\_\_ built on Plot No. \_\_\_\_\_ known as \_\_\_\_\_ (hereinafter called the *Flat*).

WHEREAS THE EXECUTANTS, is the sole and absolute owner/allotted and in physical and lawful possession of *Flat No.* \_\_\_\_\_, comprising of *two bedrooms, one drawing cum dining room, one study room, kitchen, two toilet cum bathrooms and balcony* situated at \_\_\_\_\_ built on Plot no. \_\_\_\_\_, known as \_\_\_\_\_ the above said *flat* allotted by *Delhi Development Authority* through \_\_\_\_\_ on the basis of *Membership No.* \_\_\_\_\_.

AND WHEREAS the Executants is unable to look after the affairs of the said *Flat*.

AND WHEREAS my said lawful General Power of Attorney shall act on my behalf to do all acts, deeds and things hereinafter mentioned i.e. to say:

1. To manage, control, look after and supervise the said *Flat* in any manner as my said attorney may deem fit and proper.
2. To represent me before the office of said *Co-operative Group Housing Society Limited*, or any office/authority of any State, Central Government or local body i.e. *DDA, MCD, NDMC, DVB* etc. which are connected and/or concerned with my said *Flat*, what-so-ever and to make any statement, application, affidavit, undertaking etc. for and on my behalf and in my name in respect thereof and/or any matter incidental thereto.
3. To get fresh/additional/reinstallation of water /sewer /electricity/power connection and other services in the said *Flat*, to the extent not provided by the society, and for the purpose to do all the acts, deeds and things on my behalf.
4. To deposit and pay the outstanding taxes, charges, levies, dues and demands of the society/concerned authorities in respect of the said *flat*, and to pay the sub-lease money and other dues in respect thereof and to make applications for withdrawals of such taxes, charges, levies, dues, demands etc. paid in excess or not chargeable and to receive the amounts and sign receipts thereof.
5. To get the sub-lease and or supplemental deed of the said *Flat* and/or the land beneath the same, for and on my behalf under my name, and to get the same registered in the office of Sub-Registrar concerned at *Delhi/New Delhi*.
6. To make any additions/alterations in the super structure which is handed over by the society, after seeking permission from the *society/DDA/* Competent authority in this regard and for the purpose(s) to apply for/and get the plan sanctioned, to obtain C Forms and other permissions, if required and to get the authorized quotas of cement/building materials and engage any labour / contractor / architect etc. for the said purpose.
7. To get the said property assessed for house tax, to pay the same and to get the refund thereof, if paid in excess.
8. To let out the said property in full or in part to any intended tenant(s), to realize rents in his / her / their own name, to issue receipts thereof under his / her / their own signatures and to deal with the tenants in any lawful manner.
9. To negotiate, agree to sell, dispose off or transfer by way of exchange, lease (whether permanent, for long or short period) the entire property or any part thereof, at such terms which my said lawful general attorney at his / her / their sole discretion deems fit and proper, with any person, whatsoever and to enter into any agreement with the purchaser, to receive earnest money in his / her / their own name and to issue receipts thereof.
10. To apply for and get the Income Tax Clearance Certificate if so required for the sale / transfer of my rights, interests, liens and titles in the said *flat/property* or any part thereof, from the office of the concerned Income Tax Officer in Form 34-A, under the

provisions of Section 230-A, of the Income Tax Act, 1961, and for the purpose to sign and apply any form / document and to do all acts, deed and things which are necessary for the same.

11. To apply for and get permission from the office of the said *Co-operative Group Housing Society Limited, DDA/* Competent authority for the sale / transfer of my rights, interests, liens and titles in the said *flat /* property and the land beneath the same, or any part thereof, in favour of the intended purchaser(s) or of his / her / their nominee(s).
12. To execute, sign and present for registration, before the proper Registering Authority, proper Sale / Conveyance Deed, for conveying my rights, interests, liens and titles in the property of the said *Flat*, and the land beneath the same, or any part thereof, in favour of the intended purchaser(s) or his / her / their nominee(s) and to do all other acts, deeds and things which are necessary for the purpose i.e. to receive the consideration and to admit the receipt thereof, and to deliver the possession to the said purchaser(s) or his / her / their nominee(s) either physical or constructive as may be feasible.
13. To file, defend, compromise, compound and withdraw any suit in any court of law in any matter concerning my said *flat* or any matter incidental thereto and for the purpose to appoint any advocate, pleader, vakil, attorney etc. and to make any statement, application, affidavit, undertaking etc. on my behalf under my name.
14. To execute, sign and present all kinds of suits, writs, complaints, petitions, revisions, written statement, appeals, etc., in the courts of law, i.e. Civil, Criminal or revenue and/or tribunal and to proceed in all proceedings before Arbitrator or any other authority in my name and on my behalf in any matter concerning my said *Flat*. He/She is also authorized to compromise, compound or withdraw money, to deposit or withdraw documents and to issue receipts and to take every step in the above mentioned suits, writs, complaints, petitions, revisions, appeals etc. concerning my said *flat*, and / or any incidental thereto.
15. To execute a rectification deed of any deed(s) executed in respect of the said *Flat* to get the same registered before the office of the Sub-registrar, *Delhi/New Delhi*.
16. To appoint any Arbitrator in respect of any dispute, to accept the award of the said Arbitrator and/or to file the application for the rule of the court of the decision of the said Arbitrator.
17. That the said General Attorney shall have full right of conversion of the said Flat from lease hold to free hold and to make application, Indemnity Bond, Undertaking, Affidavit etc. to the concerned authorities.
18. To appoint any other person(s) as my attorney authorizing him/her to do all or any of the above act, or any other acts, which have been specifically mentioned therein above and in the opinion of my attorney, ought to be done, executed or performed in respect of the said *Flat* or any matter incidental thereto and to cancel, withdraw or revoke the powers conferred upon the said attorney.

AND GENERALLY TO DO all acts, deeds and things which are not even specifically mentioned in this deed but are deemed to be fit and necessary by my said attorney / relating to my said *Flat*.

AND I THE EXECUTANTS, do hereby specifically mention that the acts, deeds and things done or got to be done by my said attorney, by virtue of this general power of attorney, in respect of my said *Flat* be construed as acts, deeds and things done by me.

IN WITNESSES WHEREOF, I the Executants have put my hands by these presents in the presence of following witnesses, on this day of \_\_\_\_\_ 20\_\_ at *Delhi*.

**WITNESSES:**

1.

\_\_\_\_\_  
EXECUTANT (S)

2.

**DISCLAIMER:** These legal forms and documents are for reference only. Any agreement that you enter into, should be in consultation with a Solicitor or an Advocate. India Properties Com Pvt. Ltd. will not be responsible for any claim arising out of the use of any of the above mentioned documents.