



TRANSFORM

PROPERTY CONSULTING

An IIM - XLRI alumni initiative

We at **TRANSFORM** Property Consulting thank you for giving us an opportunity to serve you.

You can rest assured that you are in safe hands and your property needs will be taken care of. In this document, we would like to give you an idea of the services that we can offer in helping you to buy the property of your choice and TRANSFORM it into what you would like it to be.

Our spectrum of services is divided into five stages and includes all activities involved in a property purchase right from property selection till the property is put to its intended use.

	Activity	Status
	Stage – I - Deal Planning	
1	Property Search / Finalization of the property of choice	
2	Agreeing an Offer price to Seller	
3	Property Information Collection	
4	Price Negotiation with Seller based on Offer Price	
5	Mutual price finalization and deal price fixing – Token Payment	Milestone
	Stage – II - Deal Execution	
6	Issue a mandate to TRANSFORM to execute the deal	Milestone
7	Deal Financials / Money exchange planning	
8	Property Documentation Verification – Details in Appendix B	
9	TRANSFORM Recommendation based on checking the paper work	
10	Property purchase agreement preparation	
11	Agreement sign off with Seller	Milestone
	Stage – III - Property Transaction Deed Documentation	
12	Sale Deed Documentation Preparation	
13	Stamp Paper Advance	
14	Stamp Paper Purchase	
15	Sale Deed Execution	Milestone
16	Any other specific service that is required	Discussion
	Stage – IV – Post Deal Paperwork	
17	Property Mutation in Buyers name	Milestone
18	Building details change in local body	Milestone
	Stage – V – Any Other Related Business	

Appendix - A

Engagement Model

We work on a flexible engagement model depending on the needs of each individual client that we deal with.

SI	Stages	Fees	Any other costs
1	Stage – I	No fees charged	No
2	Stage - II	<p>Our Fees is 2% of the agreed Deal value for Stages – II, III & IV combined.</p> <p>At the start of this stage we would require an advance* payment amount which would be adjusted against our fees later.</p> <p>*The advance amount would depend on the complexity and effort required for the paper work.</p>	No
3	Stage – III	Our fee is 2% of the agreed Deal value for Stages – II, III & IV combined.	<p>The cost involved in getting the deal executed in Kerala now is</p> <p>6% - Stamp Duty 2% - Registration Fees 1% - Documentation & Facilitation Charge; For small deals this % would be higher</p>
4	Stage – IV	Our fee is 2% of the agreed Deal value for Stages – II, III & IV combined.	Any payments that need to be paid by the owners in terms of fees/ taxes / conversion charges etc
5	Stage – V	Based on the scope of work	Will depend on what is planned for this stage

Appendix – B

Our Property Documentation verification involves an in detail step by step procedure to ensure that all aspects related to the property have been thoroughly verified. It broadly covers the following aspects among other things. In this section, we have listed down the most important Top 10 checks that we always do before a deal is completed.

SI	Item	Comments
1.	Property Title verification	Whether Title has been passed correctly from previously owners to current owners and whether all previous owners had a marketable title
2.	Encumbrance	Whether there are any Encumbrances in the property – Financial, Operational or anything else
3.	Dues	Are there any pending dues to any Government bodies or departments with respect to this property?
4.	Revenue Department	Whether the Seller has in his records an area equal to what is available in Sale Deeds as per Government Revenue Records. This would involve Tax Receipt checks, BTR checks etc
5.	Physical Survey	This would involve physical survey of land to ensure that the property area and building area are as claimed
6.	Possession	This is done to ensure that the seller is fully in possession of the property specified - Physical as well as on document.
7.	Wetland / CRZ / Zoning	Does the property comply the regulations under other acts like Corporation Zoning, CRZ or Wetland restrictions?
8.	Documentation	This would ensure that the Sale Deed Documentation that is being done is fully professional and would address all required elements
9.	Litigations / Local check	This would cover a check with neighborhood as well as other sources to know if there are any issues involved in this property and any steps required to address this
10	Originals Verification	This would ensure that all documentation originals are verified during the agreement stage to avoid any confusions at later stages.

About TRANSFORM

We are Kerala's first Professional Real Estate Advisory firm with offices in Kochi & Bangalore. Founded by a group of IIM & XLRI Alumni we aim to TRANSFORM the way real estate transactions are done. We provide our services for property transactions in Kerala and Bangalore.

We can help you with the following

- Real Estate **Investments / Exits** : Land / Buildings / Apartments / Villas
- Market Information helping you with **Price Discovery of Properties** of your interest
- **Price Negotiation** with Sellers / Buyers in a professional fashion
- **End to End Deal Execution** of Buying or Selling on behalf of you
- **Capital Gains** and Other Taxation elements in Property deals
- Land / Property - **Leasing & Renting**
- Complete **Documentation support** right from Sale Agreements to Sale Deeds to Govt Office Liaison for property related docs

We can be reached on

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