Khata Transfer Process

Online CC (Signed Sale Deed)

It is available with your CRM. Registered owners can get the scanned copy of sale deed from CRM. Uploading the same has been tried by our resident owner and it was successful.

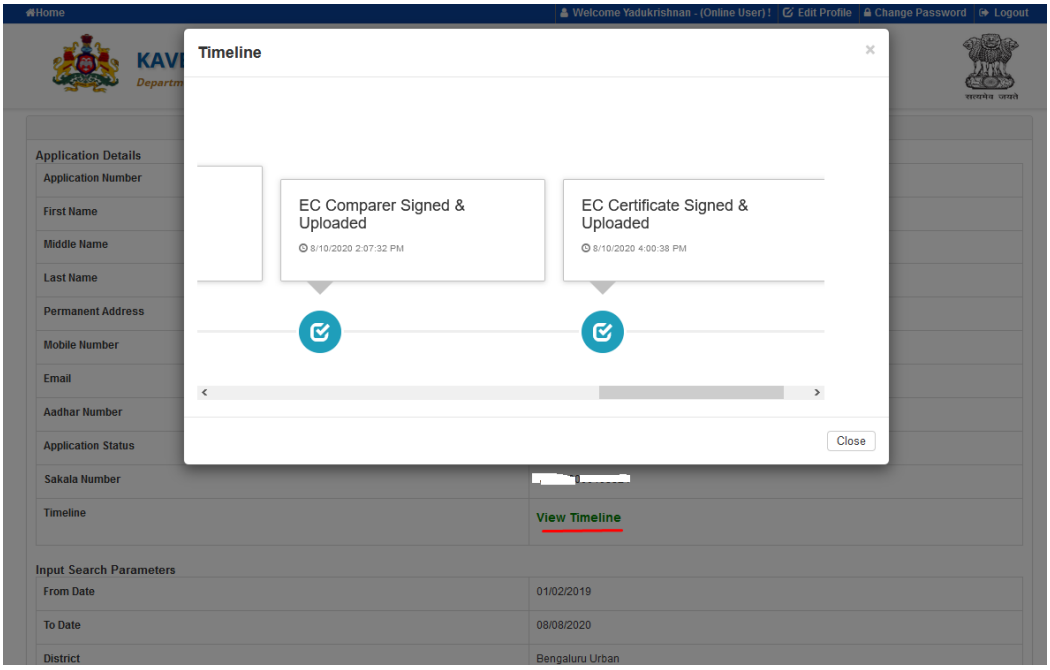
Online EC (E-Signed)

Encumbrance Certificate (EC) can be download from the same Kaveri Online Portal. Assuming you have created login in Kaveri online. Else create it by going to https://kaverionline.karnataka.gov.in

1. Click on **Online EC**

2. Select **Search by Party Name** and fill in the details correctly. Provide the From Date, as a few days before registration. Make sure that Hobli and Sub-Register office is automatically selected as the correct one. If that is wrong, you won't be able to get EC details. Provide the Party Name as exact first name as in Sale Deed. If Joint Owner, provide primary owner's first name.
   If the details are correct, you will be getting the EC details for the provided date range. Make sure that your name and property details are correct. The click on **Proceed** button.
3. In the next step, make the payment by clicking on **Click for ePayment**. After making the payment, again come back to the application detail page and click on **Submit** button. Unless the submit is don't done after the payment, your application will not be submitted.
4. After submission, you can go back to the home page and view the status of the EC application, by clicking on **Saved Applications**.

5. Select the **Service Type** from the dropdown as **OnlineECApplication.** Now, you can view the submitted application details. Inside the detail page, **View Timeline** can be used to check the status.



6. Once the document is e-signed, the Submit button will change to **Download Signed EC Report**. The you can download the signed EC.

Occupancy Certificate

Occupancy certificate will be available with the builder.

Joint Khata Transfer Affidavit

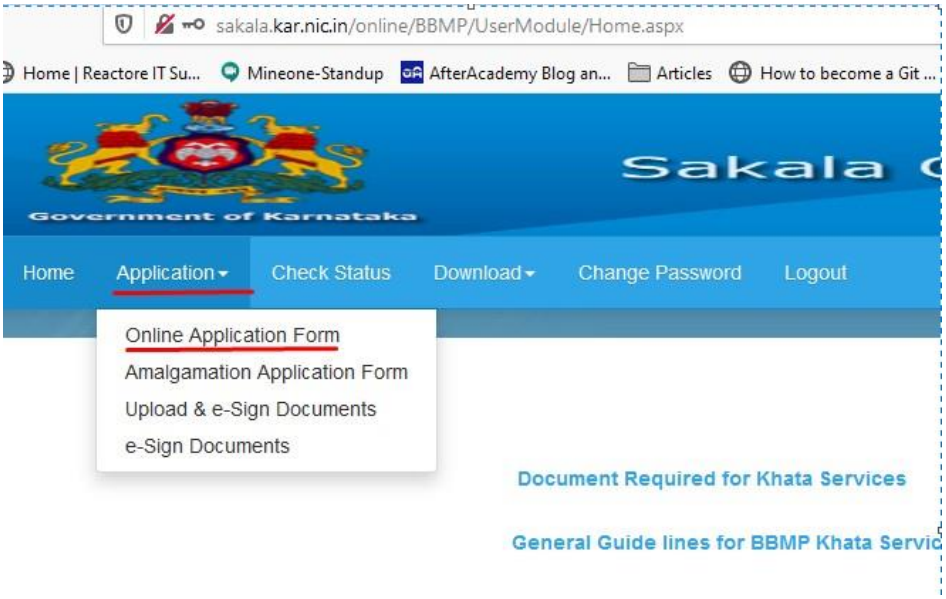
If the property is purchased as joint, then an affidavit is required to be submitted for the Khata transfer. The format for the affidavit will be available with the notary.

Property Tax Paid Receipt

Current Year's property tax receipt is required for the Khata transfer.

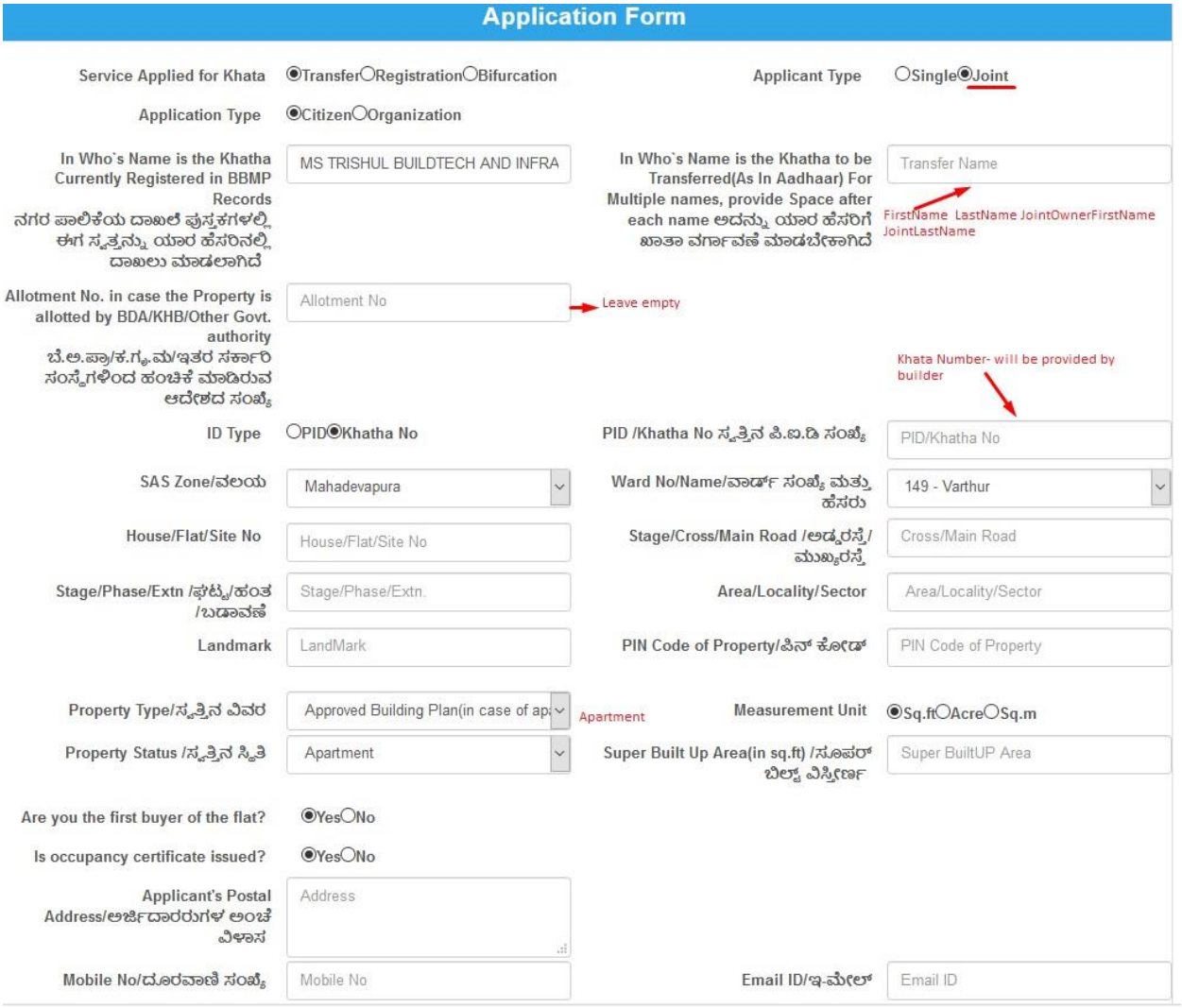
Khata Transfer Application

1. Register in Sakala portal, http://sakala.kar.nic.in/online/bbmp/registration.aspx
2. Login to the portal, and navigate to **Application** -> **Online Application Form**
   Many people have faced issue in submitting the form in Chrome and Firefox. So, better to use Microsoft Edge browser for submitting.

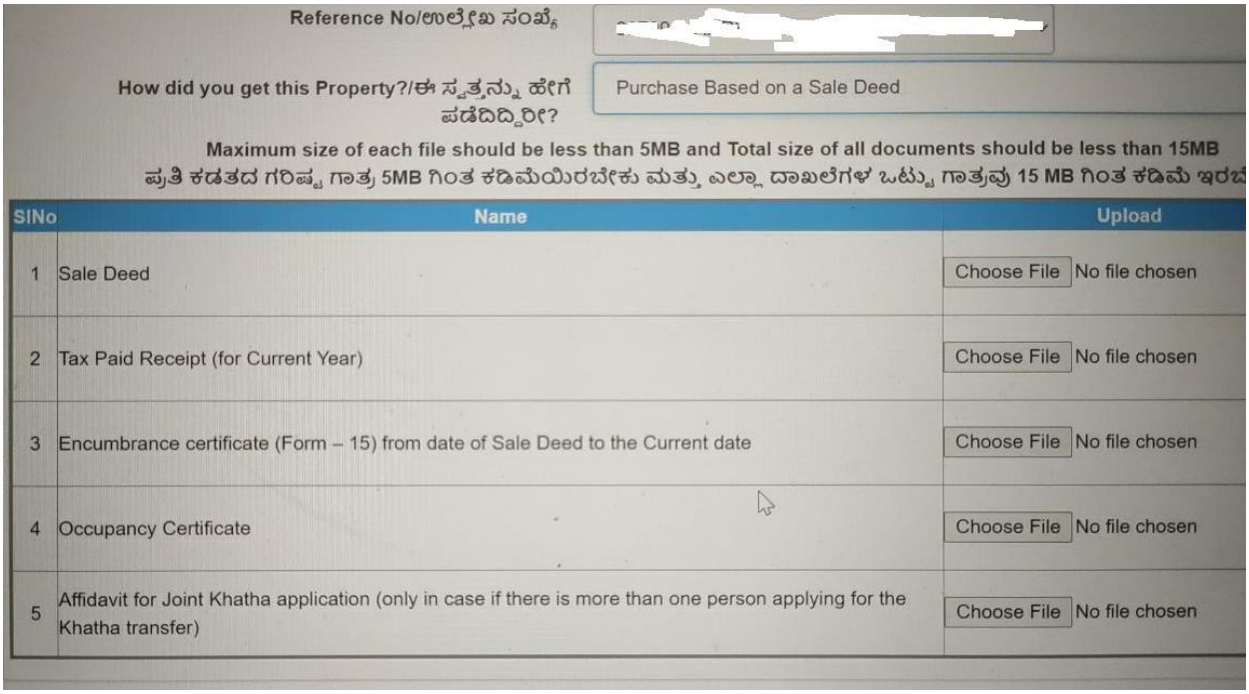


3. Fill the details in the next form and submit it.

   Builder will be proving the Current Khata Id.



4. Now, go to **Application -> Upload & e-Sign Documents**. Select the reference number. It will show a form for uploading documents.
5. Upload all the necessary documents. Affidavit is required only for Joint Owners. Make sure that the document size is matching to the conditions mentioned in the screenshot.



Reference No/ಉಲ್ಲೇಖ ಸಂಖ್ಯೆ [redacted]

How did you get this Property?/ಈ ಸ್ವತ್ತನ್ನು ಹೇಗೆ ಪಡೆದಿದ್ದಿರೀ? Purchase Based on a Sale Deed

Maximum size of each file should be less than 5MB and Total size of all documents should be less than 15MB
ಪ್ರತಿ ಕಡತದ ಗರಿಷ್ಟ ಗಾತ್ರ 5MB ಗಿಂತ ಕಡಿಮೆಯಿರಬೇಕು ಮತ್ತು ಎಲ್ಲಾ ದಾಖಲೆಗಳ ಒಟ್ಟು ಗಾತ್ರವು 15 MB ಗಿಂತ ಕಡಿಮೆ ಇರಬೆ

SINo	Name	Upload
1	Sale Deed	Choose File No file chosen
2	Tax Paid Receipt (for Current Year)	Choose File No file chosen
3	Encumbrance certificate (Form – 15) from date of Sale Deed to the Current date	Choose File No file chosen
4	Occupancy Certificate	Choose File No file chosen
5	Affidavit for Joint Khatha application (only in case if there is more than one person applying for the Khatha transfer)	Choose File No file chosen

6. It will take almost a month to get it approved. Once done, 2% of stamp duty needs to be paid. It can be paid at the nearest **BangaloreOne** center. We can try making arrangements for BangaloreOne help desk at PLH for this collection.

Community Temple
Saroj Harmony
ಸರೋಜ್ ಹಾರ್ಮನಿ
The Urban Orchid Boutique
Prestige Lakeside Habitat
35
Gunjur Muneshwara Swamy Temple
2 min
950m
12 min
950m
Vijaya Bank, Gunjur Branch
ವಿಜಯಾ ಬ್ಯಾಂಕ್...
35
Vahe Imperial Gardens
Bangalore One
Towards Gunjur
6 min
every 5 min
35
Sri Anugraha Narasimha Swamy Temple
ಶ್ರೀ ಅನುಗ್ರಹ