

Property Sale Deed

Registration Day Checklist

Keep this print-ready checklist handy for the Sub-Registrar Office. Tick each item only after you have checked it.

BEFORE YOU GO

Carry original identity proofs and copies if requested. Bring the witness or witnesses required for your deed and local office. Requirements can vary by state, deed type, and Sub-Registrar Office.

A. BEFORE LEAVING

- ☐ Identified witness or witnesses are confirmed and travelling with you.
- ☐ Original Aadhaar, PAN, passport or OCI proofs are packed where applicable.
- ☐ Appointment slot, office location, payment or fee details are saved.
- ☐ Plan to reach the Sub-Registrar Office at least 30 minutes early.

B. BEFORE BIOMETRICS

- ☐ Review the final printed document line by line.
- ☐ Check party names, spelling, addresses, Aadhaar, PAN, passport or OCI details.
- ☐ Confirm the total sale amount is correct.
- ☐ Confirm the property schedule, measurements, identifiers, and records match.
- ☐ Confirm the e-Khata number is present in the Property Schedule where applicable.
- ☐ For a gift, sale agreement, partition, MoDT, release, or correction deed, confirm deed-specific details.

C. DURING REGISTRATION

- ☐ Keep Aadhaar biometric verification available and unlocked if required for the appointment.
- ☐ Check the summary sheet and sign only after all details are intact.
- ☐ Sign all required papers. A black ball pen is preferred where accepted.
- ☐ Reconfirm the document one last time before leaving the counter.

D. AFTER BIOMETRICS

- ☐ Confirm with the office that the document is duly signed, sealed, and scanned.
- ☐ Sign the registrar book or form when requested.
- ☐ Collect the document and check it once again before leaving.

IF REGISTERING A WILL

Confirm the property schedule, party names and relationships, and the e-Khata number in the Property Schedule where applicable.

FINAL REMINDER

This is a practical PE Realtors preparation guide, not an official government checklist or legal opinion. Confirm the final witness, document, biometric, and collection requirements with your document writer, legal professional, or Sub-Registrar Office.

Registration day in one line

Bring the right people and originals, arrive early, check every printed detail before biometrics, sign carefully, and leave only after sealing, scanning, and collection are confirmed.