

[FAQs regarding your scheduled registration](#)

1. What are the documents required on day of registration?

Applicant and all co-applicant(s) need to carry the following documents:

- a. Four Passport sized photographs each
- b. Original Pan Card with two photocopies
- c. Identification proof: Pan Card, Passport, Driving License, Election ID
- d. Original registration challan copy (only if you have paid the registration fee directly to IDBI. Challan will be carried by us if you have made the registration fee payment to us)
- e. Scanning and other charges of **Rs. 10000/-** need to be carried in cash for documentation and scanning charges payable to the registrar office. This payment is only accepted **in cash by registrar office** and may vary by location (max. Rs 10,000)

Power of attorney: For customers where power of attorney is provided for applicant/co-applicant(s) additional documents are required

- a. Original power of attorney along with one photo copy of the same.
- b. Holder of the power of attorney would need to carry the documents mentioned above for applicant/co-applicant

Two witnesses: Please bring two persons with you to serve as witness during registration. Witnesses will need to carry following documents

- a. Two passport sized photographs.
- b. Two photocopies of their pan cards/driving license/passport copy with original

2. Will I get the Stamp duty and Registration payment receipt?

The receipt for the Registration & Stamp Duty payment will be attached to the Agreement. You can check the same at the time of Registration.

3. What will happen on the day of the registration?

Kindly reach the registrar office at the time mentioned in the registration confirmation email. You would meet a hostess/the contact person as mentioned on the registration confirmation email (which you receive 24-48 hours before your scheduled registration).

Key things to be done by you

- Review agreement and I-Sarita form and get your documents verified at the registrar office.
- Pay scanning and miscellaneous charges.
- Undergo Biometric scanning

- Sign on agreement, society forms, name reservation form and electricity meter forms
- Meet the registrar/registration representative and complete the registration
- Provide feedback to Lodha on your experience with us so far

The entire process may take up to 2-3 hours. Sometimes the registration process may take longer due to server issues at registration office, manpower shortage at registrar office, electricity/internet issues or last minute change of registrar schedule.

4. Will I get to read my agreement ?

Yes you can read soft copy of the sample draft agreement. The same is available on the CSS portal (www.mylodha.com)

5. When will I get the registered agreement?

Your original agreement will be available at our head office (address given below) in 5 working day from the date of registration. You would receive an email from as soon as we receive the agreement from the registrar office. You will also receive a soft copy of the agreement by email by 3rd working day from your registration as well.

Clients using Lodha Home Loan Services: The agreement & all other documents needed for loan disbursal will be sent directly to the bank to help you save the time & travel. This will also help you in expediting the disbursement process.

Other clients: Kindly collect the agreement from our head office once you receive email from us intimating that same. In case you cannot come down to the Head Office for collecting the document, then you can send your representative who can collect the agreement on your behalf with an authorization letter and self-attested photo ID proof. If you want it to be couriered, then you need to share an indemnity, format will be shared with you via email if requested. We will not take any responsibility for loss in courier transit.

Head Office Address: Lodha Excelus, Level 1, Apollo Mills Compound, NM Joshi Marg, Mahalaxmi, Mumbai 400011

6. How do I reach the Registrar's Office?

The locations are provided below, the address will also be provided on the registration confirmation email (sent 24-48 hours before registration) which you can refer to in the rare event of a change in the location.

- a. If you are a Palava customer, your registration will happen at the following venue:

Address: Sub-Registrar Kalyan-5, Baliram Enclave Building, Ground Floor, Adarsh Nagar, Opp. Chatrapati Sambhaji Garden, Haji Malang Road, Chakki Naka, Tisgaon, Kalyan East-421306

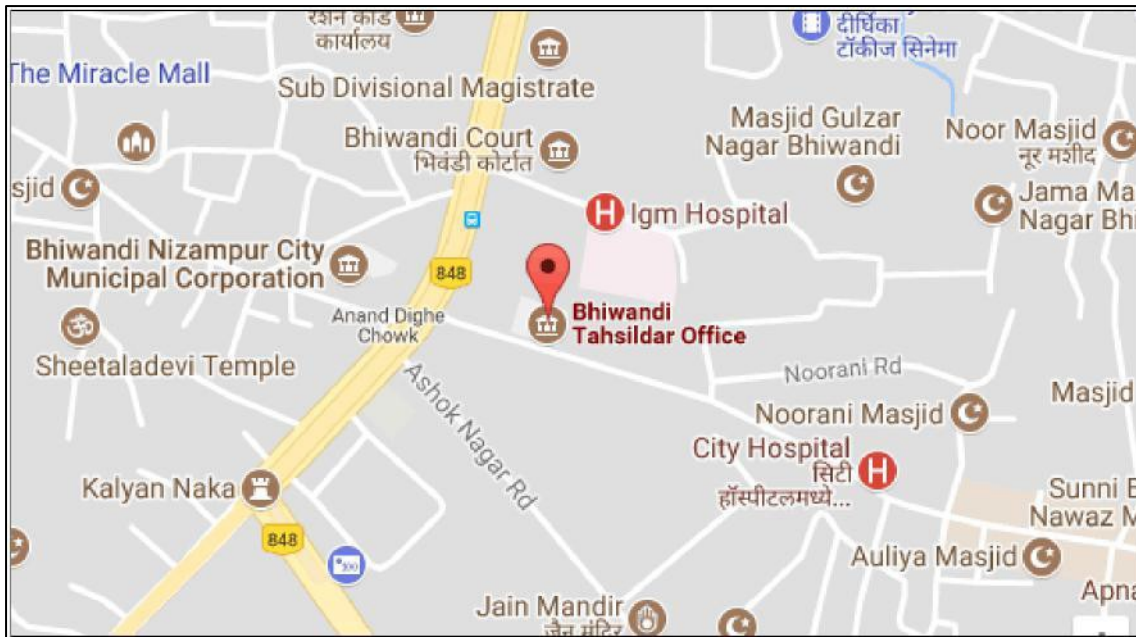
Google Maps: <https://goo.gl/maps/8ViLvW96svM2>



- b. If you are a Upper Thane (UTIP) customer, your registration will happen at the following venue:

Address: The Joint Sub Registrar, Bhivandi Taluka – 1, Tahsildar Office Compound, Opposite Dominos, Near Gramin Police Station, Taluka Bhivandi, District Thane.

Google Maps: <https://goo.gl/maps/KQFKDYV6AKm>



- c. If you are a Thane customer (Amara, Splendora, Luxuria, Luxuria Priva, Goldmine, Mira Road, Casa Royale), your registration will happen at the following venue:

Address: The Joint Sub Registrar Thane 2, MTNL office (Mahanagar Telephone Building), Ground Floor, Opposite Ganesh Talkies, Dhobi Aali, Charai, Thane West

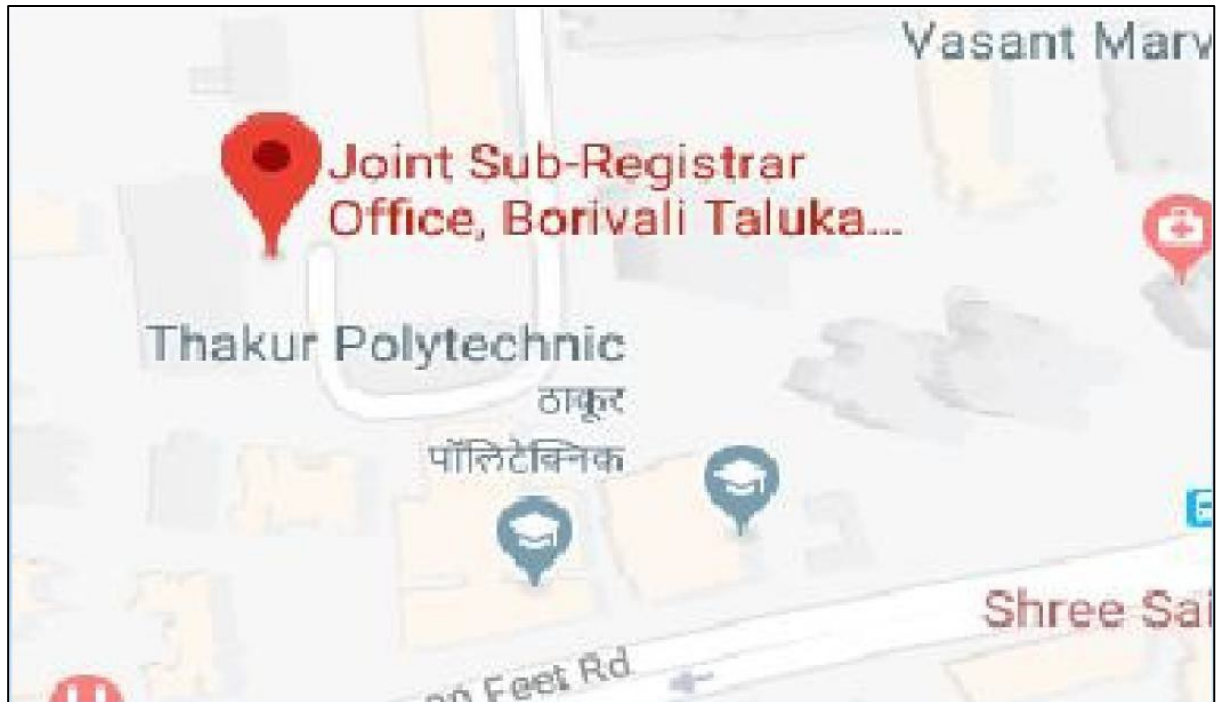
Google Maps: <https://goo.gl/maps/YjENUVypbQH2>



d. If you are a Fiorenza customer, your registration will happen at the following venue:

Address: The Joint Sub Registrar Borivali 2, Magathane Telephone Exchange, MTNL Building, Thakur Village, Opp. Western Express Highway, Borivali East, Mumbai – 66

Google Maps: <https://goo.gl/maps/gziNXRuZKTu>



- e. If you are a Jogeshwari (Patel Estate) customer, your registration will happen at the following venue:

Address: The Joint Sub Registrar Andheri-6, Durgeshwari, MTNL Office, 1st Floor, Opp 24 Karat multiplex cinema theatre, S V Road, Jogeshwari West, Mumbai.

Google Maps: <https://goo.gl/maps/YiZ1t8HoAJJ2>

