

Industries Department, Haryana
Template regarding Commercial Contracts

**Disclaimer - - This legal form and document is for reference only. Any document that you enter into, should be in consultation with an Advocate or a Solicitor. The Government will not be responsible for any claim arising out of the use of the following document.*

Note : (This format has been prepared as applicable to a particular type of residential property which 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.)

(12) General power of attorney

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 Property situated at _____ No. _____ known as _____ (hereinafter called the Property).

WHEREAS THE EXECUTANTS, is the sole and absolute owner/allotted and in physical and lawful possession of Property No.(comprising of _____ constructed accommodation, as the case may be) situated at _____ built on Plot no. _____, known as _____ the above said property allotted by _____ (Name of Development / Allotting Authority) (through _____

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 Property in any manner as my said attorney may deem fit and proper.
2. To represent me before the office of said (Name of the development/ allotting authority/ agency), or any office/authority of any State, Central Government or local body i.e. _____ etc. which are connected and/or concerned with my said Property, what-so-ever and to make any statement, application, affidavit,

Industries Department, Haryana
Template regarding Commercial Contracts

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 Property, 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 property, 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 Property 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_____.

6. To make any additions/alterations in the super structure which is handed over by the society, after seeking permission from the society/_____/ Competent authority in this regard and for the purpose(s) to apply for/and get the plan 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 property/property or any part thereof, from the office of the concerned Income Tax under the provisions 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.

Industries Department, Haryana
Template regarding Commercial Contracts

11. To apply for and get permission from the office of the said (name of developing/allotting authority / agency)/ Competent authority for the sale / transfer of my rights, interests, liens and titles in the said property / 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 premises, 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 property 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 Property. 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 property, and / or any incidental thereto.

15. To execute a rectification deed of any deed(s) executed in respect of the said Property to get the same registered before the office of the Sub-registrar,_____.

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.

Industries Department, Haryana
Template regarding Commercial Contracts

17. That the said General Attorney shall have full right of conversion of the said Property 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 Property 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 Property. 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 Property 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 _____

WITNESSES: 1. _____ EXECUTANT (S)

2. _____