

Checklist for Urban Land Transaction, Thimphu Thromde

1. Vacant Land Transaction		
Sl.	Requirement	Details
i	Internal Agreement	Requires thumb impression and details of parties involved with CID no, area in sq.ft, plot ID, Thram no, precinct, date and sale value (if sale/purchase). Over writing will not be accepted. (In case of multiple pages, a thumb impression on each page by all the parties including witnesses is required)
ii	Precinct verification	To be verified by the Urban Planning and Design Division.
2. Land with Building (solid/whole) Transaction		
Sl.	Requirement	Details
i	Internal Agreement	Requires Thumb impression and details of Parties involved with CID, area in sq.ft, plot ID, Thram no, precinct, date, building number, sale value (if sale/purchase). Must be mentioned as “under construction” for buildings undergoing construction during the transaction. Over writing will not be accepted. (In case of multiple pages, a thumb impression on each page by all the parties including witnesses is required)
ii	Precinct verification	To be verified by the Urban Planning and Design Division.
iii	Building Occupancy Certificate (OC)	Obtain OC for RCC buildings (or) to whom it may concern certificate for Traditional houses to be obtained from Compliance and Enforcement Division (CoED)
3. Strata (Building & Flat) Transaction		
Sl.	Requirement	Details
i	Internal Agreement	Requires Thumb impression and details of Parties involved with CID, area in sq.ft, plot ID, Thram no, Precinct, date, building number, sale value, flat no (as per Zhichar QR) with Proportionate Land Right (PLR). Over writing will not be accepted. (In case of multiple pages, a thumb impression on each page by all the parties including witnesses is required)
ii	Precinct verification	To be verified by Urban Planning and Design Division;
iii	Building Occupancy Certificate (OC)	Obtain OC for RCC buildings (or) to whom it may concern certificate for Traditional houses to be obtained from Compliance and Enforcement Division (CoED)
iv	Common property declaration form	Form available with Land Division and Thromde website www.thimphucity.gov.bt or https://web.nlcs.gov.bt/
v	Proportionate Land Right form	Should be endorsed by the co-owners/joint owners if the PLR are not endorsed. PLR form available with Land Division and Thromde website

		www.thimphuacity.gov.bt and https://web.nlcs.gov.bt/
vi	Building validation form	If the building is not updated in Building Information System (Zhichar System), Building number will be provided by GIS section and QR will be provided by CoED
4. Plot consolidation/merging/subdivision and segregation		
Sl.	Requirement	Details
i	Application	Requires Thumb impression and details of Parties involved with CID, area in sq.ft, plot ID, Thram no, Precinct, date. Over writing will not be accepted. Area to be subdivided/merged should be reflected in sq.ft and should be rounded off to the nearest whole number (no decimal points). (In case of multiple pages, a thumb impression on each page by all the parties including witnesses is required).

5. Other Transactions			
Sl.	Transaction Type	Requirement	Details
i.	Court verdict transaction	Enforcement order along with court verdict.	Along with the Court verdict, an enforcement order should be obtained from the Legal Division, National Land Commission. The applicant should scan and upload all these documents during the filing of online transaction.
ii.	Transaction from deceased	1. Agreement 2. No objection Certificate (NoC) (Form sample available at https://web.nlcs.gov.bt/)	In the agreement, the deceased can be represented by any of the family members. However, agreement is not required in case the heir is the only family member. The parties/individual should also submit an Undertaking letter (along with a witness) affirming the declaration of the rightful heir. No objection (NoC) from family members for Individual/family ownership and NoC co-owners for joint ownership if individual land share is not mentioned. The agreement must include thram details, area, precinct and date must be reflected and endorsed with thumb impression. Death certificate or acknowledgement letter from LG if records of the deceased are not updated in the census record.

6. General Requirements;

- Lagthram copy - for all transactions.
- A copy of marriage certificate for transactions between spouses (husband to wife or vise-versa).
- Power of attorney - endorsed with legal stamp and thumb impression of the witness (if the parties are not present during transaction and for collection of Lagthram)
- In case of encumbrances (incomplete document/formalities, non-payment of 3%, encroachment issues, etc.) the transaction will be returned to the applicant.

Precinct verification to be completed by Urban Planning & Design Division

Transaction ID:

Thram No:

Plot ID:

The said plot falls under Precinct:

Verified by;

Name:

Designation

Sign & Date.....