DOMICO / PRINTABLE BUYER WORKSHEET

Cooperative Society Flat: Membership and Transfer Checks

A share certificate is important. It is not the entire property file.

Property / unit: _____ Visit / review date: _____

Read both histories

[ ]	**Title** - Trace the seller's acquisition	Evidence / next step: _____
[ ]	**Society** - Confirm registration and bylaws	Evidence / next step: _____
[ ]	**Shares** - Check certificate and member entries	Evidence / next step: _____
[ ]	**Succession** - Resolve prior transfers or inheritance gaps	Evidence / next step: _____

Budget beyond monthly maintenance

[ ]	**Arrears** - Rs35,000 unpaid maintenance	Evidence / next step: _____
[ ]	**Major work** - Rs60,000 approved lift contribution	Evidence / next step: _____
[ ]	**Current bill** - Rs4,000 closing-month charge	Evidence / next step: _____
[ ]	**Transfer** - Verify the actual lawful calculation	Evidence / next step: _____

Finish the record updates

[ ]	**Instrument** - Required conveyance and registration	Evidence / next step: _____
[ ]	**Membership** - Correct admission or transfer record	Evidence / next step: _____
[ ]	**Shares** - Updated endorsement or certificate	Evidence / next step: _____
[ ]	**Handover** - Dues receipts, keys and inventory	Evidence / next step: _____

Open questions / professional follow-up: _____

Read with the full Domico guide. This worksheet records checks; it is not a title, safety, loan or tax clearance. Verify applicable requirements for the exact property and transaction.