



NATIONAL LAND COMMISSION SECRETARIAT
ROYAL GOVERNMENT OF BHUTAN

Checklist for Urban Land Transactions

Dzongkhag Throm/Thromde:	
Transaction ID:	Date:

Sl no.	Checklist	Yes	No	N/A	Remarks
1	Internal agreement- has thumb impression, area in sq.ft, plot ID, Thram no, Precinct, and CID with no overwriting in the agreement. Thumbprint is to be reflected on each page if the agreement consists more nos of pages.				
2	Enforcement Order along with court verdict for court verdict Transaction				
3	No objection from family members for family ownership and from co-owners for joint ownership. Family NoC should mention the area to be transacted in case of FF.				
4	Death certificate or acknowledgment letter from LG if the status is not updated in the census				
5	Valid Occupancy Certificate for Building/flat transaction				
6	PLR agreement form for flat transaction				
7	Undertaking letter by the Transferee for late name change				
8	Precinct validation by DHS focal				

Status (✓)	Verified:	Returned:
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Additional Remarks:

Dealing official
Name: