

HSVP Private Property Sale-Purchase

Frequently Asked Questions

FAQs

Validity till 31.12.2025



Introduction and Objectives

What is the HSVP Private Properties Sale-Purchase Policy and what is its main purpose?

Haryana Shehri Vikas Pradhikaran (HSVP) Private Property Sale-Purchase Policy, is a framework for the convenience of citizens and stakeholders. The objective of this policy is to enhance transparency, accessibility, and trust in property transactions. It provides a unique facility for those plot holders who wish to sell their property, completely on voluntarily basis, while sitting at home, know its actual market value, or want to avoid receiving payments lower than the market rate into their bank accounts.

It clearly defines eligibility criteria, outlines the roles and responsibilities of stakeholders, lays down the procedural framework for property listing and bidding, and specifies the protocols for deal confirmation and completion. By doing so, the policy aims to minimize malpractices, enhance transparency, and facilitate smooth, dispute-free transactions.

Eligibility Criteria

1. Who is eligible to list their property for sale?

HSVP allottees (individual as well as joint property holders) who possess valid identity proof—such as Aadhaar, Parivar Pehchan Patra (PPP), Overseas Citizen of India (OCI) card, Passport or any other recognized form of identification—together with valid ownership documentation, are eligible to register on the portal and list their property for sale. The portal may also be extended to list the properties other than HSVP.

2. What documents are required for a seller to register and list a property?

No extra documents are needed, as all required information, including ownership details and property particulars, will be automatically fetched from HSVP's Plot and Property Management (PPM) system.

3. Can a property with pending litigation, under mortgage, dues or encumbrances be listed for sale under this policy?

It shall be mandatory for the seller to submit a self-declaration, at the time of submitting the Expression of Interest (EOI), confirming that the property is free from all litigations, encumbrances, any sort of attachment by the court or. No property with pending litigation, attached in any litigation or enquiry, under mortgage, dues or encumbrances shall be listed for sale under this policy. HSVP may conduct preliminary scrutiny based on the office records available to re-verify that the property is free from any form of litigations and encumbrances.

The Conveyance Deed of the property shall also be executed prior to the submission of the EoI.

4. How is the eligibility of a buyer determined?

Any person who is legally competent to enter into a contract as per Section 11 of the Indian Contract Act is eligible to register as a buyer. In cases where a person wishes to participate in bidding on behalf of another individual, they must produce a valid authority letter or power of attorney, for this purpose, at the time of registration.

5. What is the procedure to list a jointly held property for auction?

At the time of submitting the Expression of Interest, all details of joint property holders will be displayed. Using Aadhaar-based OTP verification, the seller can obtain consent from all joint holders to proceed with listing

the property for auction. These details are automatically retrieved from HSVP's PPM database. In case of any discrepancy in the records, the seller must first correct the details in the PPM database before proceeding with the listing.

Registration Process and Fees Structure

1. How does the seller register their Expression of Interest (EoI)?

A seller who is an HSVP allottee can register their Expression of Interest (EoI) through the "Allottee Corner" on the HSVP portal. To do so, the seller must log in using their User IDs & Passwords, after which a guided dialogue box will appear, providing step-by-step instructions for listing the property for auction.

2. How can buyer register?

An interested buyer can register by visiting the official website of HSVP through HSVP Private Property Sale Purchase Portal.

3. Is there any registration fee?

For the seller, there shall be no registration fee for seller till 31.12.2025, however the buyer is required to pay 1000/- plus GST for registration.

Property Listing and Visibility

1. What details will be visible to buyers in the property listing?

Buyers will be able to view key property details such as the ownership, urban estate, sector, area of the property (in sqmtrs), images and geo coordinates of the property (if uploaded by the seller) and other relevant information. Other visible details will include the asking price, the token amount specified by the seller, the timeframes within which the seller expects the token amount and the full payment.

2. Are the contact details of the buyer and seller disclosed during the process?

No. HSVP maintains the privacy of both buyers and sellers, and contact details are not shared before the completion of the bidding process. Once the seller accepts the offer made by the H-1 bidder, the Transfer Permission Letter will be issued in favour of the buyer (subject to payment of the token amount by the buyer), at which stage the names and contact details of both parties will be shared to facilitate further transaction processes.

3. What is the asking price and the minimum asking price a seller can quote?

The asking price is the amount determined by the seller at which they wish to sell their property. This price is set at the time of submitting the Expression of Interest (EoI).

The seller must not quote a price lower than the prevailing collector rate of the property for that particular area.

4. Are these properties verified?

Yes. All properties are verified by the concerned Estate Offices of HSVP based on the official records maintained in their respective offices to confirm ownership and property details. Additionally, at the time of EoI submission, HSVP obtains a self-declaration from the seller confirming that the property is free from litigation, encroachments, and encumbrances. In the event the Seller makes any misleading claim, misrepresentation, false statement, or furnishes incorrect or incomplete information in relation to the property, the Seller shall be solely responsible and liable for all legal consequences arising there from. **In such circumstances, HSVP reserves the right to initiate legal**

proceedings, as it may deem fit, in accordance with the applicable laws.

5. If the property remains unsold because no buyer participated, can the seller list the property in the next bid cycle?

Yes, the seller can list the verified property for next bid cycle.

Commission, Payment and Forfeiture

1. How much does HSVP earn as commission and from whom?

For seller, there shall be no commission fee until 31.12.2025, however the buyer needs to pay 0.50% of final bid amount as commission to HSVP as the bid is accepted by the seller.

2. What is the "Token Amount" and how is it determined?

The "Token Amount" is the initial payment in figures or percentage of the Asking Price, specified by the seller and payable by the buyer as a sign of their commitment to purchase the property. In common parlance, this is referred to as the "Bayana"/ Agreement to sell. It serves as an initial step toward finalizing the agreement between the buyer and seller.

3. How is the payment schedule for the Token Amount and full consideration amount decided?

The payment schedule for both the Token Amount and the full consideration amount is determined solely by the seller for their respective property and is made visible to buyers at the time of listing. However both the seller and buyer may change the schedule of the final payment mutual consent.

4. What is the maximum permissible period making full payment?

The maximum permissible period for making the full payment shall be 180 days from the date of acceptance of the bid, unless a different timeline is mutually agreed upon by the seller and the buyer. HSVP shall have no role or liability in this process beyond the issuance of the Transfer Permission Letter (TP) in favour of the buyer.

5. Can the buyer and seller, by mutual agreement, extend the time for making the full payment?

Yes. The buyer and seller may mutually agree to extend the time for making the full payment of the property.

6. How the settlement of the payment made by the buyer happen?

With the acceptance of the bid from the seller, the buyer shall have to pay Token Amount within stipulated time quoted by the seller for which a payment link shall be provided on buyer registered account. The further payments shall be made as desired by the seller at the later stage. Also there shall be no cash consideration in making any part of the bid amount by the buyer.

Auction Processes – Operations, Process, Fee and Timings

1. Provide details about operationalization of the processes.

The portal will operate in a monthly cycle, as outlined below:

- (i) **Month 1:** Sellers submit their Expressions of Interest (EoI) to list properties for sale.
- (ii) **Month 2 – Days 1 to 10:** The concerned Estate Office scrutinizes the EoIs.

- (iii) **Month 2 – Days 11 to 25:** Approved properties are listed on the portal for viewing by prospective buyers.
- (iv) **Month 2 – Last 5 Working Days:** HSVP will schedule a bidding date exclusively for registered and eligible buyers.
- (v) **Cycle Repetition:** This monthly process will continue on a rolling basis.

2. How does the auction process work?

A registered and eligible bidder can participate in the auction process on the designated auction day, the process will commence at the scheduled time as per existing e-auction process of un-sold properties of HSVP.

3. What are the auction timings?

The auction shall be conducted as per the existing HSVP e-auction procedure to sell its un-allotted properties.

4. At what price will the bidding start?

Bidding will commence from the base price, which is fixed at 80% of the asking price quoted by the seller when submitting the EoI.

5. What is the minimum amounting the buyer needs to increase to place the next bid?

The minimum bid increment will depend on the size of the property. The applicable slab-wise details will be specified in the portal guidelines.

Intimation and Seller Response

1. How and when will the seller be informed about the H-1 bidder?

Shortly after the bid completion, the seller will receive an intimation containing the bid results, including the offer made by the H-1 bidder. The

seller can view this information by logging in to the Allottee Corner on the HSVP portal. Also, all the necessary communications shall be ensured through personal telephonic calls, SMSs and emails to both the parties. HSVP call centre shall be leveraged for phone call purpose.

2. After receiving intimation of the H-1 bidder, how much time does the seller have to act on the bid?

The seller will have 48 hours to take action on the offer made by the H-1 bidder, i.e. Accept or Reject. A visual countdown timer displaying the time remaining to respond will be visible in the seller's login. No response within stipulated time shall also be considered as Rejection of the bid.

3. What happens if the seller does not except or respond to the H-1 bidder's offer within the stipulated time?

If the seller rejects the bid or fails to respond within the allotted time, the bid will be treated as cancelled. The property will remain unsold and be removed from the bidding process. The seller may register the property for listing in the next auction cycle.

Restrictions During Auction Cycle

1. During the period between listing the property for auction and bid conclusion, can the seller sell the property independently?

No. Once the property is listed for auction, the seller is prohibited from conducting any sale or property-related transaction until the conclusion of the auction cycle. If the seller wishes to proceed with an independent sale, he/she must first withdraw the EoI and delist the property from the auction.

2. What if the property remained unsold because of no bid?

In the event that no bid is received for a listed property, the property shall remain unsold.

3. By when can the seller withdraw the EoI or delist the property from the auction?

The seller can withdraw the EoI or delist the property from the auction at any time prior to the commencement of the bid.

4. Is there a minimum number of bidders required to conduct the auction?

No. There is no minimum participation requirement. Even if only one buyer expresses interest, the auction will proceed.

Issuance of Transfer Permission

1. When is a deal considered confirmed under this policy?

At the conclusion of the bidding process, the result shall be communicated to the seller along with the offer made by the H-1 bidder. Upon acceptance of the bid offer by the seller within 48 hours, the transaction shall be deemed confirmed, thereby making both parties are bound to execute the deal.

2. What happens once a bid is accepted by the seller?

Once the seller accepts the bid, the buyer is liable to pay 0.5% of the bid price to HSVP as commission charges. HSVP shall further issue a Transfer Permission (TP) in favour of the buyer subject to the payment of token amount. This authorizes the completion of the sale in accordance with applicable laws and the terms of the policy.

3. What is the validity period of the Transfer Permission issued by HSVP?

The validity period of the Transfer Permission issued by HSVP shall be as per the timeframe mentioned in the seller's EoI or 90 days, whichever is longer.

4. Will buyers and sellers receive notifications about the progress of the transaction?

Yes. All the necessary communications shall be ensured through personal telephonic calls, SMSs and emails to both the parties. HSVP call centre shall be leveraged for phone call purpose.

5. When will the Transfer Permission be issued?

Transfer Permission Letter will be issued automatically once the Token Amount be paid by the buyer (H1 bidder) to the seller within the stipulated time.

Transparency, Dispute Management and HSVP Role

1. How is transparency ensured in the bidding and transaction process?

The auction process will be conducted in collaboration with a banking partner to ensure adherence to standard financial and banking protocols at every stage.

2. What role does HSVP play in case of disputes between buyer and seller?

HSVP serves solely as a facilitator by providing a common platform for buyers and sellers to conduct the sale and purchase of private properties. HSVP verifies property details using the official records available in its

custody. However, in the event of disputes arising due to non-fulfilment of contractual obligations by either party, HSVP will not be a party to any legal proceedings between the buyer and the seller.

3. Is HSVP responsible for enforcing payment or possession transfer?

Once the Transfer Permission Letter (TP) be issued in favour of the buyer, HSVP shall have no role or liability as to whether the fully and final payment is being made to the seller or the possession of the property transfers to the buyer.

4. Can HSVP amend the policy in the future? If yes, how will such changes be communicated?

Yes. HSVP may amend this policy with the approval of the competent authority. Any amendments or the latest version of the policy will be published on the official portal developed for this purpose.

Contact and Support

I have a query—where should I contact for clarification?

You may contact your nearest HSVP Estate Office or call the HSVP helpline at 1800 180 3030.

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Disclaimer

This document containing Frequently Asked Questions (FAQs) is intended solely to provide general guidance and a tentative understanding of the HSVP Private Properties Sale–Purchase Policy and the processes facilitated through the portal. The contents herein are illustrative in nature and are not to be construed as legally binding or exhaustive in scope.

In the event of any conflict, inconsistency, or contradiction between the information contained in this document and the provisions of the approved Policy/Rules/Regulations of HSVP, the provisions of the said Policy/Rules/Regulations shall prevail and be treated as final and binding. HSVP reserves the right to modify, amend, or withdraw any process, procedure, or condition at its discretion, subject to approval of the competent authority