



## **National Waqf Development Corporation Ltd.**

**(under the aegis of Ministry of Minority Affairs, Govt. of India)**

Central Waqf Bhawan, 3<sup>rd</sup> Floor, Plot No.13 & 14, Sector 6,  
Pushp Vihar, Saket, New Delhi-110017

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### **CHECKLIST OF REQUIRED DOCUMENTS (TO BE SUBMITTED BY WAQF BOARD/INSTITUTION/MUTAWALLI)**

1. General Power of Attorney (GPA) to be signed by the Waqf Board/Waqf institution in favour of NAWADCO.
2. Board Resolution or NOC issued by respective State Waqf Board.
3. Fee Agreement to be signed by & between Waqf Board/Waqf institution and NAWADCO.
4. Details of the waqf property (Total Area in square metres, square feet, Location/ Address/ Khasra Number) etc.
5. Non-encumbrance certificate of vacant & readily available waqf property from concerned Waqf Board.
6. Difference between actual & documental measurement, if any.
7. Ownership / Title document of the Waqf property / Gazette Notification etc.
8. Valuation of Waqf land / plot / property as approved by the Valuer (certificate) alongwith:-
  - a. Current Circle Rate of the property, as declared by the concerned authority / Municipal corporation.
  - b. Current Market Rate of the property, as per the prevailing market trend.
  - c. Current Market Value of the property, the price fixed for registering a conveyance at the office of the Registrar or sub-Registrar as per Rule-7 of Waqf Properties Lease (Amendment) Rules, 2020.
9. Land use as per municipal records & as per gazette notification.
10. Any market liability on the subject property, if any.
11. Mansha-e-Wakif (desired proposal).
12. Any sanction / objection / notice received from local Govt. authorities in past, if available.
13. Site Layout Plan & Development Plan, if any.
14. Feasibility report, if any, conducted by Waqf institution or Waqf Board or any other third party.
15. Any construction started on the property as on date, if any.
16. Prevailing current market lease rental of commercial built-up space in that area, if known, for the purpose of feasibility assessment.
17. Any other documents, if available.

Kindly enclose above list and mark the serial number against documents provided for reference and further processing by NAWADCO.