Procedure and General Terms & Conditions

For allotment of plots/flats/houses through an online FCFS system

Introduction

To meet the growing demand of housing across Tamil Nadu especially in Chennai City, a City Improvement Trust was formed in 1947, which was later converted into Tamil Nadu Housing Board under the Tamil Nadu Housing Board Act, 1961. TNHB is committed to take up sustainable & affordable housing projects with strict adherence to environmental laws and deployment of cost-effective technology.

Tamil Nadu Housing Board has been developing plots, and constructing flats & houses in the state of Tamil Nadu.

Pre-Allotment Procedure

a) Allotment of Units:

Tamil Nadu Housing Board (TNHB) plans to sell units through an online First Come First Serve (FCFS) system, inviting applications from the general public after announcing it in leading newspapers, as stipulated in the **G.O (Ms) No. 75, Housing and Urban Development (HB3(1) Department,** dated 22-05-2025..

The allotment of units (flats/houses/plots) will be done through an online First Come First Serve (FCFS) system, either within respective reserved categories as per G.O (Ms) No. 2, Housing and Urban Development Department, dated 02.01.2013, to address dropouts and fill shortfalls in reservation quotas, or through a common pool, open to all eligible applicants.

WHO CAN BOOK

b) Eligibility Criteria:

The eligibility for getting a unit is that **the applicant** should (i) be a native of Tamil Nadu, (ii) completed 21 years of age and (iii) not have bought any plot, house or flat from Tamil Nadu Housing Board either in his/her name or in the name of spouse or minor children.

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c) Monthly Income Ceiling:

Apart from these generic eligibility criteria, individuals must fulfill the following income criteria for purchasing plots, flats and houses under Tamil Nadu Housing Board scheme.

- Individual falling under the Economically Weaker Section (EWS) must have monthly income up to ₹25000
- Those falling under the Low Income Group (LIG) must have a monthly income between ₹25001 and ₹50000.
- Applicants falling under the Middle Income Group (MIG) must have a monthly income between ₹50001 and ₹70000.
- Those falling under the High Income Group (HIG) must have a monthly income above ₹70000.

If an applicant belonging to a higher income category opts for purchase of a lower category Plot/Flat/House (except EWS) in the Tamil Nadu Housing Board, such a request shall be considered.

d) Advertisement:

Wide publicity shall be given whenever TNHB brings out residential Plots/Flats/Houses for sale. Advertisements/notices shall be given in a minimum of two newspapers (Tamil and English) and on the TNHB official website (**https://tnhb.tn.gov.in**) inviting applications from the General Public.

The following indicative timelines outline the key milestones between the date of advertisement and the closure of the scheme.

Sl. No	Events	Date
1	Date of Advertisement	DD/MM/YYYY
2	Start of create login credential using mobile number and other details through TNHB official website	5th onwards from the date of advertisement
3	Online unit booking process starts at 10:00 AM from through TNHB official website	15th day from start of registration
4	Online unit booking process ends on	Date of scheme's closure

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HOW TO BOOK

e) Online unit booking:

Interested eligible persons have to visit official website of TNHB **(**https://tnhb.tn.gov.in & https://propertysales.tnhb.tn.gov.in) and have to create login credential using mobile number and other details & thereafter login with the same.

Interested eligible person can access in https://tnhb.tn.gov.in and get the details of unit for sale through First Come First Serve basis. The details such as size, location, price, lay out of plot, plinth area, undivided share, extent, facing, layout, type wise floor plan, scheme photos and images, amenities etc to be hosted.

Interested public shall register, create login credential and submit their applications along with necessary documents. The application module **will be opened from 15 days** after the date of advertisement.

The online unit booking module will remain open from the date of advertisement until the scheme closure date, which may be extended by the Managing Director, TNHB, if necessary. All bookings for Residential Plots/Flats/Houses must be registered through the online portal, accompanied by the applicable fee.

TNHB Online Unit Booking Process

Booking

All eligible persons will be allowed to book their preferred Flats/Plots/Houses on a 'First Come First Serve' basis either within respective reserved categories or through common pool as applicable. Once a specific unit is selected through online portal, he/she will be given **a window of 20 minutes' time** to deposit the initial cost in the payment gateway (Internet Banking or Debit card only) on the online portal through a single transaction only.

During the period of 20 minutes, that specific unit will not be available for selection by other persons. The choice of the applicant shall be confirmed by the computer system.

Step-by-Step Online Unit Booking:

To book your preferred Flat/Plot/House, follow these steps through the online portal:

1. Visit the TNHB Website: Go to the official TNHB website at **https://tnhb.tn.gov.in** and look for the **"Book Now"** section on the website.

2. After pressing the "Book Now" button:

a. Navigate to the relevant section and select your preferred scheme by clicking **"Book Now"** button.
b. You will be redirected to the **"Customer"** login page.
c. Log in using your existing username and password.
d. Access and choose your desired Flat/Plot/House from the available units.
e. Review and confirm the selected unit's details.
f. Fill in the required details and upload necessary documents in the online application.
g. Review and confirm your application details.
h. Kindly proceed to pay the booking amount using the designated payment gateway **(Internet Banking or Debit Card or IMPS)** through **your registered account.**
i. Confirm and submit your booking request.

Complete these steps to successfully book your preferred unit.

Note: Ensure you follow the given instructions carefully and complete the unit booking process within the specified timeline.

All applicants have to **ensure availability of required funds in their bank account** and **enable necessary transaction limit of requisite amount** on their debit cards as well as internet banking, as the case may be.

Applicants need to ensure the following documents are available for digital upload in the TNHB portal.

1. Recent passport-size photograph (JPEG/JPG/PNG, ≤2MB, light-colored background)
(Applicants should upload only one passport size photograph (height 4.5 cm (170 Pixels) and width 3.5 cm (130 Pixels)) on a white background, with the face, both ears and neck clearly visible, in the correct size and format, taken in a photo studio)

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2. Age proof certificate (PDF)
3. Nativity certificate (PDF)
4. Income certificate (PDF)
5. Aadhaar card (PDF)
6. Permanent Account Number – PAN (PDF) (Optional)
7. Scanned signatures of applicant and co-applicant (if applicable) (JPEG/JPG/PNG) (Before uploading the signature, the candidate should draw a grid of width 6 cm (230 Pixels) and height 2 cm (75 Pixels) on a white sheet of paper. He should sign it using a blue or black ink pen. The signed white sheet should be scanned at 200 DPI and saved as "Signature.jpg" of 10KB-20KB in size and uploaded)
8. Proof of certificate for Reservation if any (PDF)
9. Community Certificate if any (PDF)

Note: A clear photograph and signature of the applicant must be uploaded in the appropriate size and format. If the photograph and signature are not uploaded / the uploaded photograph and signature are not clear, the online application will be rejected after due process.

The required certificates to be obtained from concerned Authorities

1. **Age certificate:** The applicant should upload age proof certificate obtained from the authorities mentioned below.

- Birth Certificate from Local Bodies, respective Tahsildar, Sub-Registrar and Registrar of Birth and Death, School leaving certificate or School T.C. issued by the Educational Institution.
- In case of uneducated person, age certificate issued by the Registered Medical Practioner not below the rank of Assistant Civil Surgeon.

2. **Nativity Certificate:** The applicant should upload a nativity certificate in the usual form obtained from the Local Regular Tahsildar.

Note: The Persons working in the Defence Service are exempted from producing the nativity certificate in the usual form. It is enough if the Defence department endorses the declarations given by the Defence personnel to the effect that he is Native of Tamil Nadu (G.O.Ms.No.1624. dated 30.10.1987)

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3. Income Certificate: The monthly salaried persons employed in the Government/Quasi Government/Public undertakings/Private institutions companies etc., should upload the income certificate duly obtained from the respective department/Officers.

Others should obtain the income certificate from any officer not below the rank of Tahsildar of Revenue Department or Class-A Officers in the Departments in State/Central Government or IT assessment returns in form 16 attested by the Chartered Accountants.

4. Community Certificate: Scheduled Caste/Schedule Tribe/Dobbies & Barbers applicants should obtain the community certificate from respective Revenue Divisional Officers.

5. Certificate prescribed for Journalist: A working Journalist means a person whose principle Advocation is that of a Journalist and who is employed as such in or relation to any newspapers establishment and includes an editor, sub-editor, writer, copy tester, reporter, correspondent, cartoonist, letter writer, News Editors, News Photographer and proof reader, **but does not include** any such person who,

1. Is employed mainly in a managerial or administrative capacity.

2. Being employed in a supervisory capacity performs either by the nature of the duties attached to his office or by reason of the powers vested in him, functions mainly of a managerial nature as defined in section 2(f) of the Working Journalist (Conditions of service and Miscellaneous Provision) Act 1955.

They should obtain a certificate from DIPR, Chennai.

(G.O. Ms. No. 703, Housing & Urban Development Department, dated 17.08.1981)

6. Proof of Certificate for Reservation: If applicable, obtain a certificate from the concerned authority as proof of reservation. This certificate is required to validate your reservation claim.

f) Uploading of Documents:

The applicant shall upload all the aforementioned necessary documents proving his/her Age / Nativity / Income / PAN / Aadhaar / Scanned Signature / Proof of certificate for

Reservation if any, Soft copy of applicant's photograph or any other documents in such format as specified in the online application.

g) Online Payment:

The booking of the preferred Flat/Plot/House shall be confirmed only after the applicant completes the payment of initial amount as mentioned in the advertisement, through the payment gateway on the online portal. The mode of payment for unit selected under Outright Purchase Scheme (OPS) and Self Financing Scheme (SFS) are tabulated below: -

S. No	Scheme	Payment schedule	Payment mode
1	Outright Purchase Scheme of plots, flats and houses	Initial	Pay 10% of the unit cost online through the designated payment gateway using your registered account at the TNHB e-Service Portal.
		Final + GST other taxes applicable	Pay 90% of the cost within 90 days either in part or full payment online through the designated payment gateway using your registered account at the TNHB e-Service Portal or by e-Challan.
2	Self Finance Scheme of flats and houses	Initial	Pay 10% of the unit cost online through the designated payment gateway using your registered account at the TNHB e-Service Portal.
		Installments + GST other taxes applicable	Pay the balance 90% cost in instalments within the due date as per the schedule of payment from the date of allotment online through the designated payment gateway using your registered account at the TNHB e-Service Portal or by e-Challan. Those applying after date of initial allotment, have to pay all passed over instalments with accumulated interest within 60 days from the date of allotment.

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h) Generation of Allotment Order:

After verification of the booking and payment of the applicants by the Executive Engineer & Administrative Officer/Manager – Marketing & Service, the allotment order will be generated and communicated to the allottees within 3 working days and it can be downloaded by the allottee through the portal. **Any change of unit after the issue of allotment order will not be entertained.** Orders of rejection will be sent to applicants who are found ineligible after verification, and the initial payment will be refunded after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher.

It is not possible to check the eligibility of applicant at the time of acceptance of the application. Applicants in their own interest should carefully go through the eligibility conditions before submitting their application. Those applicants who do not fulfill eligibility criteria would not be entitled for allotment of units if at a later stage it is detected that they are not eligible under the scheme. The allotment order will be issued on the basis of information/documents furnished by the applicant in the application form.

Any allottee, who produces documents that are incorrect / false / bogus / untrue/illegal, then such allotment will be summarily cancelled **by forfeiting the initial payment.**

Post-Allotment Procedure

Upon successful allotment, the following procedure will be followed:

a) Lease-Cum-Sale agreement:

The concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service shall generate Lease-Cum-Sale agreement and upload into portal within 3 days from the date of issue of allotment order and leaving a SMS & e-mail to the allottee that you can now retrieve it from the portal. Thereafter, the allottee can download the “Lease-Cum-Sale” agreement form from the portal, affix special adhesives stamp of Rs. 200 and upload the signed agreement in the portal within 15 days.

The concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service should affix his digital signature in the Lease-Cum-Sale agreement uploaded by the allottee within 7 days from the date of uploading. After uploading, the allottee can download the e-signed Lease-Cum-Sale agreement.

b) A and B certificate:

To obtain the A and B certificates for loan purposes, applicants must upload the required documents on the portal, as follows:

For government loans, upload a self-certification document. For bank and financial institution loans, upload an in-principle loan sanction letter.

The concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service shall generate the A and B certificates within three working days from the date of uploading the required document. Once generated, the allottee can download the A and B certificates from the portal within seven days of uploading the self-certification document or in-principle loan sanction letter.

c) Default of payment:

For plots, flats and houses under Outright Purchase Scheme, if the allottee fails to pay the full cost within 90 days, a notice will be sent to allottee to pay the cost within 15 days, failing which the allotment order will be liable to be cancelled. On cancellation, the amount paid by the allottee will be refunded after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher.

For flat and houses under self financing scheme, if the allottee fails to pay any instalment within the specified period, three [3] notices will be sent to allottee to pay the instalment within 30 days, failing which the allotment order will be liable to be cancelled. On cancellation, the amount paid by the allottee will be refunded after deducting 0.5% of the initial payment or Rs.10,000/- whichever is higher.

d) Handing over of Unit:

On 100% payment and completion of the projects with all statutory compliances, the concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service shall generate handing over order within 7 days. The allottee can download the handing over order from the portal.

The concerned Assistant Engineer/Surveyor shall hand over the physical possession of the flat/house/plot to the allottee within 7 days from the date of issue of the handing over order.

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Upon handing over, the Assistant Engineer/Surveyor shall upload the handing over document in the portal, formally completing the transfer of possession.

Sale Deed

e) Draft Sale Deed:

After handing over of plot, flat and houses, the concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service shall generate draft sale deed within 7 days and leaving a SMS & e-mail to the allottee intimating that he / she can generate the draft sale deed from the portal.

To proceed with the execution of the Sale Deed, the allottee is required to download the draft Sale Deed from the portal after paying the requisite scrutiny fee for the execution of the Sale Deed. If the allottee has availed a loan from Government, Bank or Financial Institutions, they must upload the No Objection Certificate (NOC) from the respective institutions in the portal.

f) Execution of Sale Deed:

The allottee may fix a date and time through the online portal for execution of sale deed with the concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service.

On the appointed date and time, the concerned Executive Engineer & Administrative Officer/Manager – Marketing & Service will verify all the original documents and will execute the sale deed with the allottee.

g) Registration of Sale Deed:

The allottee shall register the sale deed with the Sub-Registrar concerned within 120 days.

h) Other Important Information

Application Status

To check your application status through the online portal, follow these steps

1. Visit the Official Website: Go to the TNHB website at **https://tnhb.tn.gov.in**

2. Check Application Status: Look for the "Application Status" section on the website, where the applicant can track the progress of your application.

3. Enter Required Details: To check your application status, enter your Application Number and authenticate using a Mobile OTP (One-Time Password) on the TNHB website.

Allottee Information Management System

To stay updated on the status of between your allotment and issue of sale deed, please follow these steps:

1. Visit the TNHB Website Regularly: Go to the official TNHB website at **https://tnhb.tn.gov.in** and look for the "Allottee Login" section on the website

2. Login to Your Account: Access your account on the TNHB website by entering your registration ID and password, and then authenticate your login using a Mobile OTP (One-Time Password) sent to your registered mobile number.

3. After Logging In: Once logged in, navigate to the relevant section **("Allottee Role")** to carry out all post allotment activities through the online portal and view the current status of your allotment.

4. Stay Informed: Regularly visit the website to stay updated on any changes or notifications regarding your allotment.

By following these steps, you can stay informed about the progress of your allotment and take necessary actions in a timely manner.

Generate e-Challan for TNHB Dues

1. Visit the official TNHB website and log in to the "Allottee Login" section.

2. Generate an e-Challan for your demand by navigating to the Allottee Home Page. Once generated, a confirmation message will be automatically sent to your registered mobile number

3. Download the e-Challan, which contains:

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- Virtual Account Number (The Virtual Account Number (VAN) is a unique number assigned to each unit for payment purposes, ensuring secure and efficient transactions).
- Name of the Bank
- IFSC Code

4. Remit the due amount using NEFT/RTGS/IMPS from any bank branch **or** through online banking.

5. Note:
- e-Challan validity: 48 hours from generation.
- Single-use only.
- Complete payment before expiry to avoid inconvenience.

6. e-Challan Credit Confirmation: Upon successful credit of your e-Challan payment, a confirmation SMS will be automatically sent to your registered mobile number.

INTERPRETATION

Any word used as masculine gender shall also include the feminine gender and any word used as singular number shall also include the plural number, wherever applicable.

Contact Us

The office locations for the Tamil Nadu Housing Board's (TNHB) Head Office and Divisional offices are available on the official TNHB website. To access this information, simply visit the website and click on "Contact Us".

Customer Care Toll-Free Number

For assistance, a dedicated call center is available at the Head Office. Applicant/Allottee can reach them through:

- Toll-free number: 1800-599-6060
- WhatsApp : 9566289561

Sd/- G.S. Sameeran
Managing Director

[Board's Resolution No. 7.05 Dated 02-06-2025]

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