If you've lost your **property documents** (such as sale deed, conveyance deed, allotment letter, possession letter, etc.), you must follow a **legal and procedural process** to recover or revalidate them. Here's a step-by-step guide:

Step-by-Step Procedure to Retrieve Lost Property Documents in India

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1. File a Police Complaint (FIR / NCR)

- Go to your local **police station** and file a complaint reporting the **loss or theft** of the documents.
- Mention **when, where, and how** the documents were lost.
- The police will issue a **Non-Cognizable Report (NCR)** or **FIR**, and give you an acknowledgment copy.

Keep a copy safely – it's crucial for further steps.

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2. Publish a Notice in Newspaper

- Publish a **public notice** in at least **one English and one local language newspaper**.
- Mention:
  - Your name
  - Description of the lost documents
  - When and where they were lost
  - A request that if anyone finds them, they should return or contact you.
  - A warning that you will apply for certified copies if unreturned.

Wait for 15–30 days for objections (if any).

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3. Apply for Certified Copies of Documents

Depending on what type of property document was lost, here's what to do:

a. Sale Deed or Registered Document:

- Visit the **Sub-Registrar Office (SRO)** where the document was registered.
- Submit:
  - Application for certified copy
  - FIR/NCR copy

    - Newspaper publication
    - Your ID proof and address proof
- Pay the applicable fee.
- You'll receive a **certified copy** (which is legally valid).

b. Builder-Allotted Property (Flat Allotment / Builder-Buyer Agreement):

- Approach the **builder/society/authority** (like DDA, HUDA, etc.)
- Submit:
    - FIR copy
    - Newspaper notice
    - Application letter
- They may issue **duplicate copies** of allotment letter/possession letter, etc.

c. Housing Society Property:

- Write to the **housing society's secretary** requesting a duplicate share certificate or allotment proof.
- Enclose:
    - FIR/NCR
    - Newspaper copy
    - Affidavit (sometimes required)

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4. Prepare an Affidavit (if required)

- In some cases (e.g., for applying to banks, societies), you must prepare a **notarized affidavit** declaring:
    - How the documents were lost
    - That they are not pledged with any bank
    - That you are the rightful owner

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5. Update and Preserve New Copies

- Store new certified/duplicate copies carefully.
- Inform relevant authorities (like banks, societies) about the loss and update them with new certified copies.

Additional Tip:

If the original document was **mortgaged** or pledged with a bank, contact the bank for a certified copy. If lost in transit or theft, insurance (if taken) may help.
