

PROCESS- ITHACA HOMEBUYER CONTINUING

EFFECTIVE DATE OF IMPLEMENTAION DT. 01.05.2024

Copy No	Copy Holder	Type of Copy	Signature

ITHACA HOMEBUYER CONTINUING	Doc No	REFL/SKYLARK/SOP/003	Ver No	01	
	Effective date	01.05.2024	Prepared by		
	Reviewed By		Approved By	MD	

ACTIVITY	NAME	DESIGNATION	DATE	SIGNATURE
Prepared by				
Reviewed by				
Approved by				

Process Definition:

This is to capture the further steps for the homebuyers who wish to continue in Project Skylark Ithaca.

Applicability:

For all the homebuyers who have given their consent to continue in the Skylark Ithaca Project

Process Owner:

CRM Department

Process Description:


Step 1: REFL/IEPL to circulate format of Consent for continuing in the project to homebuyers

Step 2: Homebuyers to confirm their choice of continuing through mail and attach duly signed copy of the consent to continuing. Alternatively the customers may send a signed physical copy.

Step 3: REFL/IEPL to inform the revised consideration including the enhanced price to the Homebuyer

Step 4: Homebuyer to confirm the amount paid and to be paid or inform in case of any discrepancy and duly reconcile the balance

Step 5: REFL/IEPL to share the draft supplementary agreement of sale capturing the booking details and relevant Terms and Conditions.

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Step 6: Homebuyer to confirm the content of Supplementary AOS and give consent for further steps

Step 7: Homebuyer to withdraw all court cases/RERA Cases or any other legal actions initiated

Step 8: Supplementary AOS to be executed by REFL/IEPL and Homebuyer upon withdrawal of legal case as per step 7 but not later than 30 days failing which penalty/interest shall be applicable as per consent letter

Step 9: Homebuyers shall approach banks/FI for additional home loans or provide confirmation on self-funding for balance consideration