

DOCUMENTS REQUIRED FOR TRANSFER

1. Forwarding letter giving the details of the plot / house, name of purchaser and documents under Seller's three Signatures.
2. Original Allocation / Allotment / Transfer Letter so that new letter is issued in the name of transferee.
3. Affidavit (Original) duly attested by Oath Commissioner.
4. NO DEMAND CERTIFICATE.
5. Undertaking by the purchaser.
6. Photocopies of the National Identity Card of both Seller and Buyer duly attested by oath commissioner.
7. Registration Fee by new owner Rs 37,000/-.
8. 2 x Passport size photograph duly attested by class one officer.
9. Registration Form Rs.350/-.
10. Original transfer/ sale Deed alongwith affidavits of seller and purchaser for Surrender if plot is registered.
11. Transfer Fee according to the size of plot.
12. CVT duly verified from District Accounts Officer Multan.
13. Stamp Duty Tax duly verified by Treasury Office Multan.

From _____

To: The Secretary
Defence Housing Authority
1– Multan Public School Road, Multan

Subject: Transfer of Plot No. _____, Sector _____, Phase _____
DHA Lahore-Multan Chapter

Sir,

1. I have sold / gifted my Property / Plot No. _____, Sector _____, Phase _____ Measuring _____ Kanal / Marlas, in Phase _____ to _____

2. I have executed necessary transfer papers, which are appended herewith for your necessary action and record please.

3. Following documents are attached:-

- a. Original Allocation / Allotment / transfer letter.
- b. Undertaking by the Purchaser.
- c. No Demand Certificate.
- d. Transfer affidavit duly attested by the Oath Commissioner.
- e. Photocopy of the CNIC of both, Seller and Purchaser.
- f. Associate / regular membership form of the purchaser.

4. Kindly transfer the above said property in favour of the above said purchaser

Yours Sincerely,

(Signature)

(Signature)

(Signature)

AFFIDAVIT

I, _____ having C.N.I.C No. _____
Son / Daughter / Wife of _____ Adult,
Resident of _____ in
possession of my full faculties and senses and of my free will and without any
coercion or duress, do hereby solemnly affirm and declare as under:-

1. That, I am bonafide member of DHA, Lahore – Multan Chapter vide Registration
No. _____ dated _____ and I was Allotted / Transferred a plot of land
bearing No. _____ in phase _____ measuring _____ Kanals / Marlas
situated in Defence Housing Authority Lahore – Multan Chapter.

2. That, by virtue of the provisions of bye law No. 17 of the Authority, I hereby
return the original allotment letter no. _____ Dated _____ for
cancellation which has been sold to Mr. _____ Son /
daughter / wife of _____ having
C.N.I.C No. _____ Resident of _____
_____ Registered Member of the Authority vide Registration No.
_____. Total sale price of the said plot has been received by me
from purchaser.

3. That, having relinquished the said plot to the Defence Housing Authority for
further allotment to Mr/Mrs/Miss _____ Son/daughter/wife
of _____ and the Possession of the plot be handed over to the
said _____ conferring exclusive ownership rights and
possession of the plot upon the above said Transferee / Purchaser.

4. That, I affirm and declare that the name of Mr./Mrs, /Miss,
_____ should be entered in the records of the DHA Lahore–Multan
Chapter as the owner of the aforesaid property.

5. That, I solemnly declare that I have no right, title or interest in the said property
and Mr/Mrs/Miss _____ is the exclusive owner
of the same since _____.

6. That I further affirm and declare that neither I have entered into an agreement
for the sale of plot in question with any other person except the above said purchaser nor
any suit is presently pending in any court of competent jurisdiction and no stay order is
operative against the said plot. Furthermore said plot is free from all encumbrances. In
the event the above statement is found to be false, incorrect or untrue, the deponent
shall pay the entire sale consideration with profit etc, to the purchaser.

7. That whatever is stated above is true to the best of my own knowledge and belief.

I Mr, Mrs, Miss _____

S/O, W/O, D/O _____

Registration No _____ Owner of Plot No. _____

Whose signatures are given below has executed and signed the documents for transfer of allotment of said Plot in favour of Mr, Mrs , Miss _____

S/O, W/O, D/O _____

On _____

Owner / Seller

Seller

Purchaser

Identification

CNIC #

CNIC #

CNIC #

Note: I undertake that I will submit transfer papers at DHA Reception within 30 days from the date of transfer for issuance of transfer letter in my name, if I failed to do so I would be liable to pay the fine / penalty for late submission as per DHA procedure.

Purchaser

AFFIDAVIT
(UNDERTAKING BY THE SELLER)

I,S/O..... Adult
Resident of

having CNIC No, in possession of my full faculties and senses
and of my free will and without any coercion on duress do hereby affirm and declare as
under:-

- a. That I am seller of Plot No, Phase Measuring
....., Sq Yds at DHA Lahore – Multan Chapter.
- b. That I have deposited Advance Tax on DC Value rate on transfer / transfer
allocation of above mentioned plot / file.
- c. That I do hereby undertake to pay any additional amount / taxes related to
me as Seller imposed as a result of any variation in DC Value or any revision
in rates by Govt of Punjab / Pakistan and DHA Lahore – Multan Chapter.
- d. That I am also bound to make the payment of all taxes whatever are
imposed by the Government of Punjab / Pakistan and DHA Lahore – Multan
Chapter.

That whatever is stated above is true to the best of my knowledge and belief.

Deponent

Verification

Verified on oath at Multan, this Day of that the contents
of the above affidavit are correct and true to the best of my knowledge and belief and
nothing has been concealed therein.

Deponent

UNDERTAKING BY THE PURCHASER

1. Certified that I agree to pay the Variation in Development charges and plot size on demand.
2. I will not make any addition / alteration in the building so purchased without prior approval from the Engineering Branch of the Authority. In case any change / shifting of Electric Poles, Telephone Poles and Manhole etc are necessitated as per my requirement, it will be done at my risk and cost, if feasible.
3. I shall not convert the property to different use(s) or purposes(s) other than that provided or permitted under the regulations.
4. I will ensure that Plot / House Tax / Other dues due to the Govt / DHA Lahore – Multan Chapter have been paid. I shall not default or fail in payment of taxes and other duties of Central / Provincial Government.
5. I undertake to pay for any Variation in plot area.
6. I hereby undertake to abide by all rules, regulations / bye laws of the Defence Housing Authority.
7. I shall not damage the interest of the Authority and my act or omission shall not be detrimental to the aims and objectives as well as the reputation of the authority.
8. I shall obey the decision made or instruction issued by the Authority.
9. I shall not involve in violation of Authority's Rules or Regulations.
10. I shall not involve in frivolous litigations with the Authority.
11. I shall not misuse the dwelling or habitually act in an ungraceful manner or the manner which may cause serious nuisance to my neighbours.
12. I further undertake that I will submit transfer papers at DHA Reception within 30 days from the date of transfer for issuance of transfer letter in my name, if I fail to do so, I would be liable to pay the fine / penalty for late submission as per DHA procedure.
13. In case of possession of plot, I shall construct the building as per DHA Bye-laws/ policy, failing which I will pay non construction penalty as applicable.
14. My 3 specimen signatures are as under:-

Signature _____

AFFIDAVIT

UNDERTAKING BY THE PURCHASER

I, Mr. _____ S/O _____
Resident of _____, holding CNIC
No, _____ do hereby solemnly affirm and declare
as under:-

- a. That I have purchased an Allocation Letter No _____, Plot in Phase _____ Defense Housing Authority Lahore – Multan Chapter vide Application Form No _____ which has been transferred in my name.
- b. That I have deposited all the taxes on DC Value rate on transfer / transfer allocation of above mentioned plot / file.
- c. That I do hereby undertake to pay any additional amount / taxes related to Stamp Duty, CVT, Advance Tax, Tax Immovable Property, Capital Gain Tax / Withholding tax if accrue as a result of any change in DC value at later stage or otherwise.
- d. That I am also bound to make the payment of all taxes whatever are imposed by the Government of Punjab / Pakistan and DHA Lahore – Multan Chapter.
- e. I also take responsibility to get the sale deed executed in my name if it would be applicable.

(Deponent)

VERIFICATION

Verified on oath at Multan, this _____ day of _____ that the contents of the above affidavit are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

AFFIDAVIT

UNDERTAKING BY THE PURCHASER

I, _____ son of _____
having CNIC No _____ Adult, Resident of _____
_____, in possession of my full faculties and senses and of my
free will and without any coercion or duress, do hereby solemnly affirm and declare as
under:-

1. That I take the responsibility for payment of any new Taxes or any variation in already existing taxes as introduced by the Govt in the Budget for Financial Year 2016 / 2017.
2. I am also bound for payment of a/m Taxes which are to be paid by the seller or purchaser.

Deponent

AFFIDAVIT

UNDERTAKING BY THE REPRESENTATIVE OF PURCHASER

I, _____ son of _____
having CNIC No _____ Adult, Resident of _____
_____, in possession of
my full faculties and senses and of my free will and without any coercion or duress,
do hereby solemnly affirm and declare as under:-

1. I undertake the responsibility that purchaser will pay any of the new taxes or any variation in already existing taxes as introduced by the Govt in the Budget for Financial Year 2016 / 2017.
2. I also undertake the responsibility that Purchaser will pay a/m Taxes which are to be paid by the seller or purchaser.

Deponent