



**DEFENCE HOUSING AUTHORITY ISLAMABAD-RAWALPINDI**

**APPLICATION FOR TRANSFER OF PLOT**

To: The Administrator  
Defence Housing Authority  
Islamabad - Rawalpindi

Subject: Transfer of Rights/Plot of Membership Number

Dear Sir,

1. I have sold my rights related to Membership Number..... Plot No..... Street/  
Lane No..... Sector..... Phase..... To Mr/Mrs/Miss.....  
S/D/W ..... Resident of .....

2. I have executed the following necessary Transfer Papers which are appended below for further necessary action and official record of DHA Islamabad-Rawalpindi.

- a. Original Allotment Letter and Allocation Letter of the plot.
- b. No Demand Certificate (NDC).
- c. Transfer Affidavit by seller on Rs 20/- stamp paper including one photocopy duly attested by Oath Commissioner.
- d. Undertaking by the Purchaser for payment of addl charges, dues/taxes on stamp paper of Rs 20/- duly attested by Oath Commissioner.
- e. Agreement to sell the plot on stamp paper of Rs 100/- duly attested by DHA Islamabad -Rawalpindi.
- f. Application for Membership/Associate Membership of the purchaser.
- g. Two passport size (coloured) photographs of the purchaser.
- h. Photocopies of CNICs of the seller, purchaser and witnesses.

3. Kindly transfer the above said rights/plot in the name of Mr/Mrs .....  
in future all correspondence related to the above membership/plot should be done directly with him/  
her at his/her address.

Thanking you

Yours Faithfully

Membership No.....

Date .....

**WITNESS NO 1**

Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
CNIC \_\_\_\_\_  
Tel No \_\_\_\_\_  
Date \_\_\_\_\_

**WITNESS NO 2**

Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
CNIC \_\_\_\_\_  
Tel No \_\_\_\_\_  
Date \_\_\_\_\_