

To,
The Director Transfer & Record
Defence Housing Authority
Lahore Cantt

Subject: **Provision of Ownership Certificate**

1. I/ We am/are/was/were Owner/Co-Owner/Legal Heirs(s) of Mr/Mrs/Ms/Mst _____
owner of Plot No. _____, Sector _____, Phase _____, Measuring _____ Kanal/ Marla.
I/ We want the subject certificate for **Court Declaration / Letter of Administration / FBR/ LESCO/ Bank /
NADRA/ Visa/ Record** or _____ purpose.
You are requested to issue the subject certificate. Certificate should include detail of above mentioned plot /
property or **all plots / properties in the name of Owner.**

2. I hereby authorize Mr/Ms/ Mrs _____
Son/ Daughter/ Wife of _____, CNIC No. _____
Address _____, Mobile No. _____
to collect ownership certificate on my behalf. His/ Her three specimen signatures are as under:-

a. _____ b. _____ c. _____

OR

Dispatch original ownership certificate on following address:-

Sincerely,

Applicant Signature: _____

Relationship with Owner: **Self or** _____

CNIC No.: _____

Cell No.: _____

DOCUMENTS REQUIRED:

1. 1 x Photocopy of Owner's CNIC.
2. 1 x Photocopy of CNIC of Authority Holder (in case of collection by Authority Holder).
3. 1 x Photocopy of CNIC of the Applicant.
4. In Legal Heirs Case following documents are required for ownership certificate:-
 - a. Death Certificate (NADRA)
 - b. FRC
 - c. CNIC(s) of all Legal Heirs (if applicable)
5. Original Paid Challan of Ownership Certificate Fee (Rs. 3,000/-).
6. Ownership Certificate can be collected on 2nd working day (submission day not include) after 02:00 PM/ from Legal Advisor, Tfr & Record Branch.