

DEFENCE HOUSING AUTHORITY – MULTAN
APPLICATION FOR POSSESSION OF VILLA / PERMIUM HOME



To: Director Transfer & Record
Defence Housing Authority, Multan.

Date ____ / ____ / 20____

Subject: **POSSESSION OF VILLA /PREMIUM HOME**

Dear Sir,

1. Please give possession of my villa/Premium Home having File Ref. No _____ Sector _____ Villa No _____ Phase _____ and hand over the villa to me / my authorized attorney.
2. Photocopy of my (1) CNIC (2) Allocation Letter/Allotment Letter (3) File copy DHA Challan (4) undertaking on stamp paper of **Rs. 300** are attached Details are as under:-

Owner's Name :	
Owner's CNIC :	
Address :	
Owner Mob No :	Owner's Signature
Attorney's Name :	Attorney's Signature
Attorney's CNIC :	
Attorney's Mob No	

PART I – TRANSFER AND RECORD BRANCH

The above particulars are correct as per DHA Multan's Transfer & Record branch and it is certified that ownership is legal. Hence, possession is recommended.

Addl Director Transfer & Record

Name: _____ Signature: _____ Date _____

PART II – FINANCE BRANCH

All dues applicable till date have been cleared by the applicant, hence possession may be handed over. Payment details are as follows:-

Overdue (Rs.): Cost of Villa/Premium Home _____ Surcharge _____

Balance (Rs.): Cost of Villa/Premium Home _____

All dues Applicable till date have been cleared by the applicant, hence possession may be handed over.

Addl Director Finance

Name: _____ Signature: _____ Date _____

PART III – PLANNING AND DEVELOPMENT BRANCH

Documents for the Villa are as under:

- | | | |
|----------------|--------------------|------------|
| (1) Line Plans | ----- Annexure – A | (Attached) |
| (2) Inventory | ----- Annexure – B | (Attached) |
| (3) Keys List | ----- Annexure – C | (Attached) |
| (4) Feedback | ----- Annexure – D | (Attached) |

Deputy Director _____

Addl Director Plans

Name: _____ Signature: _____ Date _____

PART IV

Possession handed over on _____ DHA Representative _____

Possession taken over on _____ Owner/Attorney _____

Instructions: (1) Attach a photocopy of (a) CNIC (b) Allocation Letter / Allotment Letter.

(2) Please pay Possession Demarcation Charges of **Rs. 10,000/-** on DHA Challan & attach DHA File Copy.

(3) Please attach undertaking on stamp paper of **Rs. 300/-** as per provided specimen.



AUTHORITY LETTER FOR POSSESSION OF VILLA

It is certified that, I, Mr / Mrs _____ owner of
Villa # _____ Sector _____ Phase _____ having CINC # _____
is here by authorized to Mr / Mrs _____ having
CINC # _____ Mobile # _____ to take
Possession of said Villa/Premium Home on my behalf. He is not authorized to sell this Villa/Premium
Home. His / Her three specimen signatures are appended below:-

Signature-1 of authorized representative: _____

Signature-2 of authorized representative: _____

Signature-3 of authorized representative: _____

Signature of Owner: _____

Name of Owner: _____

File Ref No: _____

Mobile No of Owner: _____

Date: _____