

**DEFENCE HOUSING AUTHORITY – MULTAN**  
**APPLICATION FOR POSSESSION OF VILLA**



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

Date \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Subject: **POSSESSION OF VILLA**

Dear Sir,

- Please give possession of my villa having File Ref. No \_\_\_\_\_ Sector \_\_\_\_\_ Villa No \_\_\_\_\_ Phase \_\_\_\_\_ and hand over the villa to me / my authorized attorney.
- Photocopy of my (1) CNIC (2) Allocation Letter/Allotment Letter (3) File copy DHA Challan are attached. Details are as under:-

Owner's Name :	
Owner's CNIC :	
Address :	
Owner Mob No :	<div>Owner's Signature</div>
Attorney's Name :	
Attorney's CNIC :	
Attorney's Mob No	<div>Attorney's Signature</div>

**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 \_\_\_\_\_ Surcharge \_\_\_\_\_

**Balance (Rs.):** Cost of Villa \_\_\_\_\_

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. 100/-** 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 Plot on my behalf. He is not authorized to sell this Plot. 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: \_\_\_\_\_