

**DEFENCE HOUSING AUTHORITY – MULTAN**  
**APPLICATION FOR POSSESSION OF PLOT (SITE PLAN)**



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

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

Subject: **POSSESSION OF PLOT**

Dear Sir,

1. Please issue site plan of my plot having **File Ref. No.** \_\_\_\_\_ **Sector** \_\_\_\_\_ **Plot No.** \_\_\_\_\_ **Phase** \_\_\_\_\_  
**Category Residential** \_\_\_\_\_ **Commercial** \_\_\_\_\_ and hand over the plot to me / my authorized attorney.
2. Photo Copy of my (1) CNIC (2) Information / Allocation Letter and (3) Allotment Letter / Information Letter 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 Land \_\_\_\_\_ Dev Charges \_\_\_\_\_ Surcharge \_\_\_\_\_

**Balance (Rs.):** Cost of Land \_\_\_\_\_ Dev Charges \_\_\_\_\_

Addl Director Finance

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PART III – PLANNING AND DEVELOPMENT BRANCH**

Demarcation of the plot is as under:

**Longer dimensions** (1) \_\_\_\_\_ ft. Bounded by \_\_\_\_\_

(2) \_\_\_\_\_ ft. Bounded by \_\_\_\_\_

**Shorter dimension** (1) \_\_\_\_\_ ft. Bounded by \_\_\_\_\_

(2) \_\_\_\_\_ ft. Bounded by \_\_\_\_\_

**Area of Plot:** \_\_\_\_\_ Sq ft.

**Standard/Excess/Short by:** \_\_\_\_\_ Sq ft. **Surveyor** \_\_\_\_\_

Addl Director Plans

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PART IV**

Possession handed over on \_\_\_\_\_ Surveyor \_\_\_\_\_

Possession taken over on \_\_\_\_\_ Owner/Attorney \_\_\_\_\_

**Instructions:** (1) Attach a photocopy of (a) CNIC (b) Information / Allocation Letter (c) Allotment Letter/ Information Letter  
(2) Pay Possession & Demarcation Charges of **5, 8, or 10 Marla Rs. 5,000/- 1 kanal / Rs. 10,000/- & 2 kanal Rs. 20,000/-**  
**2 Marla Commercial, Rs. 5000/- 4-5 Marla Commercial Rs. 10,000/- and 8-10 Marla Commercial Rs. 20,000/-**  
on DHA Challan and attach (generated from DHA Offices) & attach its DHA File Copy.



## AUTHORITY LETTER FOR POSSESSION OF PLOT

It is certified that, I, Mr / Mrs \_\_\_\_\_ owner of plot # \_\_\_\_\_ 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: \_\_\_\_\_