

## APPLICATION FOR POSSESSION OF PLOT (SITE PLAN)



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

Subject: **POSSESSION OF PLOT**

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

Dear Sir,

- Please issue site plan of my plot having **File Ref. #.** \_\_\_\_\_ **Sector** \_\_\_\_\_ **Plot #.** \_\_\_\_\_ **Phase** \_\_\_\_\_ and hand over the plot to me / my authorized attorney.
- Photo Copy of my (1) CNIC (2) Information / Allocation Letter and (3) Location Ballot Information Letter are attached. Details are as under:

Owner's Name _____	Owner's Signature
Owner's CNIC _____	
Address _____	
Cell # _____	
Attorney's Name _____	Attorney's Signature
Attorney's CNIC _____	
Cell # _____	

### 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

Payment details are as follows:

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

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

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

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** \_\_\_\_\_

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 and (c) Location Ballot Information Letter  
(2) Please pay Demarcation & Possession Charges @ Rs. 10,000/- on DHA Challan & attach DHA File copy.  
(3) Member / Owner shall arrange four pieces of 4" x 4" concrete pillar having length of 2-½ ft each at the time of demarcation. Member will get the Demarcation Pillars grouted / installed at the location indicated by DHAM survey team in their presence and shall remain there till the final demarcation of boundary wall up to DPC level.