

## TRANSFER PROCEDURES

### DHA MULTAN

#### Legal Heir (s) Transfer

After the death of the owner, property is transferred to the legal heir(s).

SERVICE	TIMELINE	CHARGES	DELIVERY
Legal Heir(s) Transfer	Vary case to case	Depends on size of Plot / Building	Transfer Branch

#### Documents Required

1. Legal Heir (s) Transfer Documents Set available at DHA Multan Reception. ([Download Specimen from DHA website](#))
2. [Original Allocation / Allotment / Transfer Letter](#) deposited to this office at the time of transfer so that new letter may be issued in the name of legal heirs.
3. Original NOC – Service Benefit Plot Only – 1<sup>st</sup> Allottee
4. Legal heirs transfer affidavits alongwith pic & CNIC of all legal heirs duly attested by Oath Commissioner.
5. Death certificate by NADRA
6. Succession certificate / court degree / NADRA certificate.
7. CNIC cancellation certificate by NADRA.
8. Family Registration Certificate (FRC) issued by NADRA.
9. Form 'B' in case of minor (under 18) Legal Heirs.
10. Guardianship from court in case of minor legal heirs.
11. Permission to sell from court in case of minor legal heirs. (when you sold the plot).
12. Membership fee jointly.
13. Tfr fee paid challan according to plot size.
14. Membership form alongwith pic & CNIC of all legal heirs.

#### Procedure

1. Deposit the documents to DHA Reception after filling in the required information.
2. DHA Reception will issue the receipt against the documents.
3. Legal Branch will issue a confirmation letter.
4. All the nominated legal heir's will come on given transfer date for Legal Heir Transfer.
5. After receiving the confirmation letter, Legal Heir(s) along with their original Computerized National Identity Card will visit receiving Officer to collect the Allocation / Allotment / Transfer Letter.

6. In case any one of the Legal Heir is abroad, he/she can not authorize any other Legal Heir to receive the letter on his / her behalf. Authority Letter will not be accepted in DHA Multan. Legal Heirs will collect their original transfer allocation letter themselves.