

TRANSFER PROCEDURES

Permission to Mortgage (PTM) / Lien Marking

1. Documents Required.

- a. Application of NOC/Permission to Mortgage ([Download Specimen from DHA website](#)).
- b. 1 x CNIC Copy
- c. 1 x Original Paid processing fee Challan
- d. 1 x copy of Allocation Letter / Allotment Letter.
- e. Bank Letter from where the case is being processed.
- f. Site Plan (issued by planning Branch)
- g. 2 x passport size pictures (blue back ground)

2. Procedure.

- a. Submission of Application at Front Desk DHAM / any Sub office.
- b. Clearance of dues is mandatory till date of submission of PTM application.
- c. PTM application will be rejected in case of any litigation / caution on plot.
- d. Verification of PTM application by Tfr & Rec Dte.
- e. After clearance of application in all aspects application forward to Legal Branch and then Finance Branch
- f. After approval of the case, bank Lien put on relevant plot and further can not be transferred till clearance from bank.

3. Fee Structure.

- a. Fee Structure of plot size category wise is as under:-

Residential (any size)	-	10000/-
Commercial (any size)	-	20000/-
- b. Customer will get challan voucher as per plot size / category.