

INSTRUCTION SLIP - DHA

MUTATION AFTER REGISTRATION OF SALE DEED/ORAL GIFT DEED

1. To apply for Mutation of leased property following documents are required to be submitted: -
 - a. Application requesting for mutation in DHA duly signatures by the owner(s).
 - b. 1x attested photocopy of Sub-lease/Sale/Conveyance/Oral Gift Deed, Relinquishment Deed etc with Court Fee Stamp (Ticket) of Rs. 2/- each.
 - c. 1x attested photocopy of owner(s) CNIC/NICOP/POC/Passport (Whichever is applicable).
 - d. DHA valid membership of owner (Applicant) and Seller`s only membership number require.
 - e. 1x latest photograph of owner duly attested from the backside.
 - f. 1x attested photocopy of MEO Mutation letter addressed to owner
 - g. Original copy of MEO Mutation letter addressed to Secy, PDOHA

} In case of KMC or PQA Land,
MEO mutation letter not required

 - h. In case of KMC/PQA land, Search Certificate from Sub-Registrar-I, Clifton Town/ Registrar City Courts **not later than 10 x days of issue.**
 - i. 1x attested photocopy of any one of 'B' Lease or 'C' Lease (If applicable).
 - j. 1x attested photocopy of Rectification Deed (If applicable).
 - k. Valid NDC (No Demand Certificate) from Cantonment Board Clifton.

} In case of open plot, NDC of
CBC not required

 - l. In case of open leased plot, OPC (Open Plot Certificate) either by CBC or DHA.
 - m. 1x attested photocopy of Redemption Deed or NOC from respective Financial Institution (If applicable).
 - n. In case of Mutation of property in the names of more than one owner, a **consent letter** from all the co-sharers be attached indicating/mentioning the address on which the correspondence to be made.
2. The Application for mutation alongwith above mentioned documents is required to be deposited at Transfer & Record Dte (Transfer/Mutation Counter) for necessary scrutiny and Check & Accept.
3. Once the application for mutation has been accepted, fee will be paid by the owner in the DHA Finance Dte (Accounts Branch). Endorsement will also be made on the Application.
4. The applicant (owner) will deposit the mutation case at Transfer & Record (Main Reception Counter) alongwith cleared Accounts Statement/Payment slip and obtain a receipt indicating **date of collection.**

Notes:

1. Mutation cases are **not processed on urgent basis.**
2. All fees/dues are subject to change without any notice.
3. Before making a Pay order / Bank draft, coordinate/consult Finance Directorate (Accounts Branch) for any outstanding dues and current rates of Mutation Fee.
4. **SITE VISIT OF THE PROPERTY WILL BE CARRIED OUT BY DHA TP&BC DTE (FIELD STAFF) WITHIN 7-8 WORKING DAYS. MUTATION CASE WILL NOT BE PROCESSED IN CASE OF BUILDING VIOLATIONS OBSERVED BY TP&BC DTE.**
5. All photocopies are required to be attested by Oath Commissioner/Notary Public/Gazetted Officer only.
6. In case owner cannot visit DHA for collection of Mutation letter, **Authority letter** only as per DHA specimen be obtained.
7. **In case of KMC/PQA Land** re-submit mutation case to Transfer & Record Dte (Main Reception Counter) **within 30 x days of Check & Accept.** Otherwise fresh Search Certificate will be obtained from Sub-Registrar-I, Clifton Town office/ Registrar City Courts (Whichever is applicable).