

## PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI

### MUTATION AFTER REGISTRATION OF SALE DEED/ORAL GIFT DEED (INSTRUCTION SLIP)

1. To apply for Mutation of leased property following documents are required to be submitted: -
  - a. Covering Letter requesting for mutation (Sign by owner).
  - b. One photocopy of Sub lease/Sale/Conveyance/Oral Gift Deed, Relinquish Deed duly attested by an Oath Commissioner & Court Fee Stamp of Rs. 2/- each.
  - c. One photocopy of CNIC/NICOP/POC/Passport duly attested (of each party).
  - d. DHA Membership of Both the Parties (seller/buyers).
  - e. One photographs duly attested of Transferee/Donee.
  - f. Photo Copy of Mutation Letter issued by the MEO to the transferee/Donee.
  - g. DHA's original copy of Mutation letter issued by MEO.
  - h. In case of KMC Land Fresh Search Certificate from Sub Registrar office required not later than 10 days of issue.
  - i. Attested photocopy of any one of Sub Lease, B Lease or C Lease.
  - j. Rectification Deed duly attested – 1 Copy (If applicable)
  - k. Valid NDC from Cantonment Board Clifton
  - l. Redemption Deed OR NOC from the respective Financial Institution duly attested -1 Copy (If applicable).
  - m. In case of Mutation of property in the name of more than one owner, a **consent letter** from all the co-sharers be attached, indicating/mentioning the address on which the correspondence be made
2. Once the application for mutation has been accepted please pay the fee in the Accts Branch (Complaint/Information Centre). The Accts Branch will make the necessary endorsement on the covering letter.
3. The applicant to deposit the application at the Reception Counter and obtain a receipt. The receipt will indicate the date of collection.

} In case of KMC Land,  
MEO letter not required

#### **Notes:**

1. All fees are subject to change without notice.
2. Before making out a Pay order / Bank draft please find out the outstanding dues and current rate of Fee from Accounts Branch.
3. Mutation cases are not processed on urgent basis.
4. **SITE VISIT OF THE PROPERTY WILL BE CONDUCTED BY DHA PLANNING DTE FIELD STAFF WITHIN ONE WEEK, WITHOUT WHICH THE CASE WILL NOT BE PROCESSED.**
5. **All Photocopies are required to be attestd.**
6. In case owner cannot visit DHA for collection of Mutation letter, consent/Authority letter from the owner under his/her signatures will be required.