

**PAKISTAN DEFENCE OFFICERS HOUSING AUTHORITY, KARACHI**

**MUTATION LEGAL HEIRS – MUTATION OF BUNGALOW/SHOP/FLATS**  
**(INSTRUCTION SLIP)**

1. Covering letter asking for Mutation in the names of Legal Heirs.
2. 1 X Photo copy of CNIC of each legal heirs duly attested.
3. Two latest photographs of each legal heir duly attested.
4. Copy of Death Certificate of deceased duly attested.
5. Copy of Heir Ship Certificate duly attested.
6. One copy of Mutation Letter issued by MEO Karachi duly attested. (owner copy )
7. DHA copy of Mutation Letter issued by MEO Karachi. (in original)
8. Copy of B/C/sub-lease with Sale Deed duly attested.
9. Please also intimate DHA Membership number of each legal heir. In case it is not held then apply for Category ‘C’ membership of this Authority prior to Mutation.
10. “Dues Clearance” After Check & Accepts dues clearance endorsement on covering letter be obtained from DHA cash counter before depositing the documents on reception counter.
11. Valid copy of NDC from Cantonment Board Clifton.
12. In case of Mutation of property in the name of more than one owner, a consent letter from all the co-sharers be attached, including / mentioning the address on which the correspondence be made.
13. Valid membership card of legal heirs or copy of Receipt.

**Notes:**

1. Mutation cases are not processed on urgent basis
2. **SITE VISIT OF THE PROPERTY WILL BE CONDUCTED BY DHA TOWN PLANNING DIRECTORATE FIELD STAFF WITHIN ONE WEEK, WITHOUT WHICH THE CASE WILL NOT BE PROCESSED.**
3. In case of KMC land, the Instructions for Transfer of “Open Plot” to Legal Heirs to be followed.