

Date: _____

The Administrator
Pakistan Defence Officers Housing Authority,
2-B, East Street, Phase-I
Karachi.

Subject: **PROVISION OF DETAILED INFORMATION LETTER
FOR TRANSFER OF PROPERTY AT THE SUB REGISTRAR OFFICE.**

PLOT NO. _____

Dear Sir,

1. It is submitted that I have applied for Transfer of the subject property in the Office of Registrar in the name of Mr. / Mrs. /Miss _____
Following Documents are attached:-

- a. 1X photocopy of CNIC of Seller
- b. Photocopy of Sale Deed / Oral Gift Deed/Relinquishment Deed etc.
- c. Photocopy of Sub Lease / B or C Lease (whichever applicable)
- d. Mutation Letter of DHA/MEO.
- e. Service Charges has been paid (Tick) as under:-
 - (1) Urgent (within 5 days) = Rs. 8000/-
 - (2) Normal (within 12 days) = Rs. 5000/-
 - (3) Receipt attached.

2. It is requested that Detailed Information Letter may be issued.

Thanking You

Yours faithfully,

Signature _____

Name of Seller _____

Address _____

Plot File No. _____

Mobile No. _____

Date of Collection: _____

(TENTATIVE)

- **SUBJECT TO SCRUTINY, SITE VISIT and LEGAL CLEARANCE as applicable.**