

To,

The Director Transfer & Record  
Defence Housing Authority  
Lahore Cantt

Subject: **Provision of Ownership Certificate**

1. I/ We am/are/was/were Owner/Co-Owner/Legal Heirs(s) of Mr/Mrs/Ms/Mst \_\_\_\_\_  
owner of Plot No. \_\_\_\_\_, Sector \_\_\_\_\_, Phase \_\_\_\_\_, Measuring \_\_\_\_\_ Kanal/ Marla.

I/ We want the subject certificate for **Court Declaration / Letter of Administration / FBR/ LESCO/ Bank/ NADRA/ Visa/ Record** or \_\_\_\_\_ purpose.

You are requested to issue the subject certificate. Certificate should include detail of above mentioned plot / property or **all plots / properties in the name of Owner.**

2. I hereby authorize Mr/Ms/ Mrs \_\_\_\_\_  
Son/ Daughter/ Wife of \_\_\_\_\_, CNIC No. \_\_\_\_\_

Address \_\_\_\_\_, Mobile No. \_\_\_\_\_

to collect ownership certificate on my behalf. His/ Her three specimen signatures are as under:-

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

**OR**

Dispatch original ownership certificate on following address:-

Sincerely,

Applicant Signature: \_\_\_\_\_

Relationship with Owner: **Self or** \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

**DOCUMENTS REQUIRED:**

1. 1 x Photocopy of Owner's CNIC duly attested by Gazetted officer
2. 1 x Photocopy of CNIC of Authority Holder (in case of collection by Authority Holder) duly attested by Gazetted officer
3. 1 x Photocopy of CNIC of the Applicant duly attested by Gazetted officer
4. In Legal Heirs Case following documents duly attested by Gazetted officer are required for ownership certificate:-
  - a. Death Certificate (NADRA)
  - b. FRC
  - c. CNIC(s) of all Legal Heirs (if applicable)
5. Original Paid Challan of Ownership Certificate Fee.
6. Ownership Certificate can be collected on 2<sup>nd</sup> working day (submission day not include) after 02:00 PM/ from Legal Advisor, Tfr & Record Branch.