

DEFENCE HOUSING AUTHORITY – MULTAN
APPLICATION FOR POSSESSION OF VILLA



To: Director Transfer & Record
Defence Housing Authority, Multan.

Date ____ / ____ / 20 ____

Subject: **POSSESSION OF VILLA**

Dear Sir,

- Please give possession of my villa having **File Ref. No.** _____ **Sector** _____
Villa No. _____ **Phase** _____ and hand over the villa to me / my authorized attorney.
- Photo Copy of my (1) CNIC and (2) Allocation Letter are attached.

Details are as under:

Owner's Name _____ Owner's CNIC _____ Address _____ Cell No _____	Owner's Signature
Attorney's Name _____ Attorney's CNIC _____	Attorney's Signature

PART I – TRANSFER AND RECORD BRANCH

The above particulars are correct as per DHA Multan's Transfer & Record branch and it is certified that ownership is legal. Hence, possession is recommended.

Addl Director Transfer & Record

Name: _____ Signature: _____ Date _____

PART II – FINANCE BRANCH

Payment details are as follows:

Overdue (Rs.): Cost of Villa _____ Surcharge _____

Balance (Rs.): Cost of Villa _____

All dues applicable till date have been cleared by the applicant, hence possession may be handed over.

Addl Director Finance

Name: _____ Signature: _____ Date _____

PART III – PLANNING AND DEVELOPMENT BRANCH

Documents for the Villa are as under:

- | | | |
|-----------------------------|------------|------------|
| (1) Line Plans ----- | Annexure-A | (Attached) |
| (2) Inventory ----- | Annexure-B | (Attached) |
| (3) Keys List ----- | Annexure-C | (Attached) |
| (4) Feedback ----- | Annexure-D | (Attached) |

Deputy Director _____

Addl Director Plans

Name: _____ Signature: _____ Date _____

PART IV

Possession handed over on _____ DHA Representative _____

Possession taken over on _____ Owner/Attorney _____

- Instructions:**
- Attach a photocopy of (a) CNIC (b) Information / Allocation Letter.
 - Please pay Possession Charges of Rs. 10,000/- on DHA Challan & attach DHA Copy. Alternatively, attach bank order in favour of "DHA Lahore-Multan Chapter".
 - Member / Owner shall visit the villa with DHA representative and sign the inventory details.
 - Please attach undertaking on stamp paper of Rs. 100/- as per provided specimen.