

## **APPLICATION FOR TRANSFER OF PROPERTY UNDER DEATH CASE**

- 1. Procedure-**
- 1. Allottee to submit his/her documents to the concerned society/District Manager & thereafter documents complete in all respects will be submitted to the office of Housefed Punjab, Chandigarh for the purpose, in case of property where possession already taken by the Allottee.**
  - 2. Where the possession of the property has not been taken by the Allottee, he/she will submit their application directly to the Housefed, Punjab, Chandigarh.**
- 2. Fee-** **NIL.**
- 3. Documentation-** **The following documents are required for above said purpose**
- i) Application by Nominee.**
  - ii) Affidavit of Nominee duly attested by first class Magistrate.**
  - iii) Letter of allotment in original, Intimation letter.**
  - iv) Self attested copy of Adhaard Card & PAN CARD.**
  - v) Photographs of nominee.**
  - vi) Death Certificate of Allottee in Original**

**4. Forms- Forms required for the purpose is as under**

To

The Superintending Engineer,  
Housefed, Punjab,  
Chandigarh.

Sub: - **Regarding transfer of flat/plot/booth/shops no.\_\_\_\_\_, form/file  
no.\_\_\_\_\_ category-\_\_\_\_ at Cooperative Housing  
Complex,\_\_\_\_\_.**

Sir,

It is respectfully submitted that the **flat/plot/booth/shops** No.\_\_\_\_\_,  
category\_\_\_\_at Cooperative Housing Complex, \_\_\_\_\_ was  
allotted to Sh/Smt.\_\_\_\_\_ S/O \_\_\_\_\_ R/O  
\_\_\_\_\_ who expired on \_\_\_\_\_. I am the nominee of the said property .  
The original death certificate, allotment letter of property , Affidavit attested by First  
Class magistrate are enclosed herewith for ready reference. Therefore, it is requested  
that said property may kindly be transferred in my name being nominee.

Thanking You,

Yours faithfully,

**AFFIDAVIT by Nominee**

I, \_\_\_\_\_ W/O Late \_\_\_\_\_, R/O \_\_\_\_\_, do hereby solemnly affirm and declare as under:

1. That Sh. \_\_\_\_\_ S/O Sh. \_\_\_\_\_ R/O \_\_\_\_\_ has expired on \_\_\_\_\_ as per death certificate.
2. That a **flat/plot/booth/shops** was allotted by Housefed in the name of Sh. \_\_\_\_\_ S/o Sh. \_\_\_\_\_ against application form No. \_\_\_\_\_, form No. \_\_\_\_\_ Category **flat/plot/booth/shops** No. \_\_\_\_\_ at Cooperative Housing Complex, \_\_\_\_\_.
3. That I am nominee of late Sh. \_\_\_\_\_ S/O Sh. \_\_\_\_\_
4. That the said property may be transferred in my name as I am the nominee of the said property .
5. That my son/daughter/brother/\_\_\_\_\_ will be my nominee of the said property . Whose date of birth is \_\_\_\_\_. The signatures are given below:-  
  
\_\_\_\_\_

6. That balance if any and amount if becomes due in future shall be paid by me.
7. That I shall abide all the terms & conditions of the allotment & brochure etc.
8. That I shall not make any addition/alteration/encroachment in the said flat.

Dated:

Place:

**Deponent**

**Verification:**

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**Deponent**