

To,
The Administrator,
Pakistan Defence Officers'
Housing Authority, Karachi

Name: _____
Tele: No. _____

Subject: **MUTATION/TRANSFER OF NAME OF MY PLOT OF LAND
BEARING NO. _____
SQ. YARDS (APPROX) SITUATED AT PAKISTAN DEFENCE
OFFICERS' HOUSING AUTHORITY, KARACHI.**

Dear Sir,

It is submitted that I have transferred my above said plot in favour of

as per Transfer Affidavit No. _____ dated _____

You are requested that necessary mutation/transfer may kindly be effected in your records and in future all the correspondence to be done directly with _____ at the above given address.

Thanking you,

Yours faithfully,

(_____)

1. _____

2. _____

3. _____

UNDERTAKING

I, _____

R/O _____

do hereby solemnly affirm and undertake as under:-

1. That I am the transferee of Plot of land bearing No. _____
Phase _____, measuring _____ Sq. Yards (Approx),
situated at Pakistan Defence Officers' Housing Authority, Karachi,
by virtue of Transfer Order No. _____
dated _____ and the same is still subsisting.
2. That I have not executed or registered 'A' Lease of the plot in
question.
3. That I have not been issued NO OBJECTION CERTIFICATE for
mortgage or sale of plot.
4. That I have not drawn any loan against the plot or mortgaged it.

LOAN AFFIDAVIT

I,
R/O

do hereby solemnly affirm and undertake as under:-

1. That I am the transferee of Plot of land bearing No._____.
Phase_____, measuring_____Yards (Approx), situated at
Pakistan Defence Officers' Housing Authority, Karachi, and the said plot is free
from all claims, liens, charges and encumbrances whatsoever.
2. That I have not taken any loan against the plot from the Bank or Cooperative
Society nor does any liability exist against the said plot.
3. That I have not stood surety or guarantor of any person or organization in respect of
any loan against any person or organization from any Cooperative Bank or
organization in any form or manner in respect of the said plot
4. That this affidavit is being sworn under Section 5(1) of the West Pakistan
Cooperative Societies and Cooperative Bank (Repayments of Loan) Amendment
Ordinance, 1966.
5. That whatever is stated above is true and correct to the best of my knowledge.

TRANSFER AFFIDAVIT

I,

R/O

in possession of my full faculties and senses and of my free will and without any coercion or duress, do hereby solemnly affirm and declare as under:-

1. That I am duly registered in Category 'B' with the Pakistan Defence Officers' Housing Authority, Karachi, vide Registration No. _____ and I was transferred a plot of land bearing No. _____ Phase _____ measuring _____ Sq. Yards (Approx) situated in the said Housing Authority.

2. That by virtue of Regulation No.9 made by the Executive Board of the Authority, I hereby return Original Transfer Order No. _____ dated _____ for cancellation and relinquish the above said transfer of plot in favour of _____

_____ who is also registered in Category ' ' with the Authority, vide Registration No.

3. That having relinquished the plot to the above said Authority for transfer to, _____
_____ the plot be handed over to _____ conferring full rights and possession of the plot upon the above said transferee.

4. That I solemnly affirm and declare that the name of _____ should be entered in the records of the Military Estates Officer and of the Pakistan Defence Officers' Housing Authority, Karachi, as the transferee of the aforesaid property.
5. That I solemnly affirm and declare that I have now no right, title or interest in the said plot and _____ is the exclusive owner of the same since these presents.
6. That I understand that having transferred my said plot, I cannot claim another or a second allotment of COMMERCIAL plot in the said Authority.
7. That I hereby certify that the said plot is an open and no construction has been carried out thereon. Sub 'A' Lease has not been registered if registered it has already been surrendered.
8. That whatever is stated above is true and correct to the best of my knowledge and belief.

AGREEMENT OF SALE

THIS AGREEMENT OF SALE IS MADE AND EXECUTED AT KARACHI, ON THIS _____ DAY OF _____ 2009.

BETWEEN

R/O _____,
hereinafter referred to as the 'VENDOR' of the ONE PART.

AND

hereinafter referred to as the 'VENDEE' of the OTHER PART: (expression 'Vendor' and the 'Vendee' wherever the context so permit shall always mean and include their respective heirs, successors, executors, administrators, legal representatives and/or assigns).

WHEREAS the Vendor abovenamed is seized, possessed of and is otherwise well and sufficiently entitled to all that Plot of land bearing No. _____
Phase _____, **measuring** _____ **Sq. Yards** (Approx), situated at Pakistan Defence Officers' Housing Authority, Karachi, hereinafter referred to as the 'SAID PROPERTY'.

AND WHEREAS the Vendor has agreed to sell and the Vendee has agreed to purchase the said property for the total agreed sale consideration of Rs. _____
_____ free from all claims, liens, charges and encumbrances whatsoever.

NOW THEREFORE THIS AGREEMENT IS WITNESSETH AS UNDER:-

1. That the Vendor has this day received from the Vendee a sum of Rs. _____

_____ being the full and final settlement of sale price of the said property, receipt of which the Vendor doth hereby fully admits, acknowledges and passes a separate receipt as well.

2. THAT the Vendor at the date of these presents has handed over the vacant and peaceful possession of the said property to the Vendee alongwith all relevant documents in original.
3. THAT the Vendor covenants with the Vendee that the said property is her separate, exclusive, individual and absolute property which is free from all sorts of claims, liens, demands, charges and encumbrances whatsoever and the Vendor has good right, title, full power and lawful authority to sell the said plot to the Vendee.
4. THAT the Vendor shall be liable to pay all dues, taxes in respect of the said plot upto the date of these presents and the date thereof the same shall be borne by the Vendee.
5. THAT in case of any technical defect in the Vendor's TITLE of the said property or if the said property is not mutated/transferred in the name of the Vendee by the Defence Housing Authority, then the Vendor shall be responsible to rectify all such defects and deficiencies and it will be the sole responsibility of the Vendor to arrange transfer /mutation of title in favour of the Vendee.
6. THAT all the expenses incidental to TRANSFER FEE, CVT., etc. in respect of the said plot shall be borne by the Vendee.

IN WITNESS WHEREOF the parties above named have hereunto set and subscribed their respective hands the day, month and the year first above written.

VENDOR; _____

NIC No. _____

WITNESSES

1.

VENDEE: _____

NIC No.

2.

RECEIPT

RECEIVED with thanks from _____

a sum of Rs. _____

being the full and final settlement of sale price of my Plot of land bearing
No. _____ Phase _____ measuring _____
Sq. Yards (Approx), situated at Pakistan Defence Officers' Housing Authority,
Karachi, as per Agreement of Sale dated _____

Karachi.

Dated: _____

VENDOR; _____

AFFIDAVIT

I,

R/O

do hereby solemnly affirm and state on Oath and declare as under:-

1. That my specimens signatures are given below are my latest signatures and may be treated as final.

1. _____

2. _____

3. _____

2. That my previous signatures on record with Defence Housing Authority may be treated as withdrawn.
3. That whatever has been stated above is true and correct to the best of my knowledge.

To,
The Administrator,
Pakistan Defence Officers'
Housing Authority, Karachi.

Subject: **CHANGE OF ADDRESS**

Dear Sir,

It is submitted that I have changed my address and my present address would now be as follows:-

Kindly amend your record accordingly. In future all the correspondence may please be done at my present address and oblige.

Thanking you,

Yours' faithfully,