

**GOVERNMENT OF INDIA
MINISTRY OF URBAN DEVELOPMENT
LAND AND DEVELOPMENT OFFICE
NIRMAN BHAWAN, NEW DELHI – 110 011**

**APPLICATION FOR PERMISSION TO GIFT
THE LEASE HOLD PROPERTY**

Date Day Month Year

1. Property number Block number

2. Colony name _____

3. Property type : Residential - 1 / Commercial - 2 / Residential-cum-Commercial - 3

4a. Details of the Applicant(s)

Sno.	Name of Applicant	Sex (M/F)	Address	Father's / Husband's Name
1.				
2.				
3.				
4.				
5.				

(Attach separate sheet, if necessary)

Passport size Photograph of the Applicant / Donor 1 duly attested	Passport size Photograph of the Applicant / Donor 2 duly attested	Passport size Photograph of the Applicant / Donor 3 duly attested	Passport size Photograph of the Applicant / Donee 1 duly attested	Passport size Photograph of the Applicant / Donee 2 duly attested
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(Attach separate sheet, if necessary)

4b. Address for Communication:

Name	
House Number / Street Name	
Locality	
City	
Pin code	
Telephone number	
E-mail	

5. Name of Lessee as per Lease Deed / Ownership Letter / Substitution / Mutation

Sno.	Name of Lessee
1.	
2.	
3.	
4.	
5.	

(Attach separate sheet, if necessary)

6. Details of the Donee(s)

Sno.	Name of Donee	Sex (M/F)	Father's / Husband's Name	Address	Status*
1.					
2.					
3.					
4.					
5.					

(Attach separate sheet, if necessary)

*Status : 1 – Brother ; 2 – Sister ; 3 – Others (please specify the relationship)

Day Month Year

7. Date of Ownership / Substitution / Mutation letter

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Attach copy of Ownership / Substitution / Mutation letter)

8. Whether the Lease Deed was registered? (Yes – Code Y, No – Code N)

9. If Item-8 is Yes, the registration particulars of the Lease Deed:

Registration number	
Volume number	
Book number	
Page from	
Page to	
Date (dd/mm/yyyy)	

10. (i) Whether the Donee owns any other Residential property in Delhi / New Delhi either in his own name or in the name of any of his family members
(Yes – Code Y, No – Code N, Not Applicable - NA)

(ii) If Yes, give the details of such property:

Sno.	Property Number	Locality	Name of Owner
1.			
2.			
3.			
4.			
5.			

11. Whether affidavits of Donee in the prescribed proforma duly attested by I Class magistrate furnished? (Yes – Code Y, No – Code N, Not Applicable - NA)
(Applicable only for Residential properties)

12.i) Whether the lease was Determined / Cancelled / Property re-entered? (Determined – Code 1, Cancelled – Code 2, Re-entered – Code 3)

ii) If re-entered, whether the re-entry is withdrawn (Yes–Code Y, No–Code N)

13. Whether there is any dispute pending in a Court of Law, regarding the title of the property? (Yes – Code Y, No – Code N)

14. Whether property Stands Mortgaged? (Yes – Code Y, No – Code N)

15. If the building is constructed by the lessee, what is the evidence available to prove the completion of building? (Completion certificate – Code 1, D form – Code 2, Not Applicable – Code 4)
16. Area of the Plot / Property as per lease deed Sq. yrds
17. Total built-up area Sq. yrds
18. Area being used for non-residential use Sq. yrds
19. i) Whether any Misuse charges were earlier demanded and not paid by the lessee? (Yes – Code Y, No – Code N, Not Applicable - NA)
- ii) If yes, indicate the amount Rs.
20. i) Whether any damages for unauthorised construction were earlier claimed and not paid by the Lessee? (Yes – Code Y, No – Code N, Not Applicable - NA)
- ii) If yes, indicate the amount Rs.

DECLARATION

I / We solemnly declare that the information furnished in this application is true and correct to the best of my / our knowledge and belief. I / We also understand that the Gift Permission/Mutation I / We may obtain through this application is liable to be withdrawn and cancelled at any stage if it is established that the information I / We furnished in this application is either wholly or partly false.

Place:	Signature of the Applicant(s)
Date:	1.
	2.
	3.
	4.
	5.

Documents to be attached:

1. Attested copies of the registered lease deed / conveyance deed and the last substitution / mutation letter.
2. Affidavits of the Donee in the prescribed proforma on non-judicial stamp paper of Rs.10/-, duly sworn before the I Class Magistrate / Sub-Judge.
3. Attested copies of recent passport size photographs of the Donor(s) and Donee(s).