

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

**APPLICATION FOR SEEKING PERMISSION  
TO MORTGAGE THE LEASEHOLD PROPERTY**

Date      Day      Month      Year  
         

1. Property number          Block number

Colony name \_\_\_\_\_

2. Property type: Residential – 1 / Commercial – 2 / Residential-cum-Commercial – 3 / Institutional and others – 4     

**3. Details of the Applicant(s)**

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

(Attach separate sheet, if necessary)

[\*Status: 1-Original Lessee; 2-Subsequent Lessee]

Passport size Photograph of the Applicant 1 duly attested

Passport size Photograph of the Applicant 2 duly attested

Passport size Photograph of the Applicant 3 duly attested

Passport size Photograph of the Applicant 4 duly attested

Passport size Photograph of the Applicant 5 duly attested

**4. Address for Communication:**

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

**5. Name of the Lessee(s) as per Lease Deed / Substitution / Mutation**

Sno.	Name of Lessee / Co-lessee
1.	
2.	
3.	
4.	
5.	

(Attach separate sheet, if necessary)

6. a) Whether the lease deed was registered?

(Yes - Code Y, No - Code N, NA - Not Applicable)

b) If yes, the registration particulars of the Lease deed:

(An attested copy of the registered lease deed to be furnished)

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

7. Date of Substitution / Mutation letter, if any   
(Attach copy of Substitution / Mutation letter) (dd/mm/yyyy)

8. Details of the Mortgagee:

Name of Institution / Bank / Govt. Department	Address

9. Purpose of Mortgage

[Construction - 1 / Re-construction - 2 / Addition & alteration - 3 / Education of children - 4 / Medical treatment of Lessee or Dependent - 5 / Family ceremony - 6 / Business capital - 7 / Others - 8 (please specify \_\_\_\_\_)]

10. Amount of proposed loan: Rs.

11. Whether the leased property is Vacant plot (code - 1) / Constructed house (code - 2) / Shop (code - 3) / Other Buildings (code - 4)

12. If the Mortgage permission is for construction / re-construction / addition / alteration, whether the plan has been sanctioned by the local body?   
(Yes - Code Y, No - Code N, Not Applicable - NA)

13. a) Whether it is proposed to mortgage with the Government of NCT of Delhi or any other Government Department / Organisation? (Yes - Code Y, No - Code N)

b) If (a) yes, whether the loan has been sanctioned? (Yes - Y, No - N)

c) If (b) yes, Sanction number: \_\_\_\_\_

d) If (b) no, Loan application number: \_\_\_\_\_

14.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)

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

16. a) Whether any Mortgage permission for the property was earlier obtained and been not utilised? (Yes - Code Y, No - Code N)

b) If yes, whether the said permission has been returned?   
(Yes - Code Y, No - Code N, Not Applicable - NA)

17. a) Whether property earlier mortgaged?   
(Yes - Code Y, No - Code N)

b) If yes, whether Redemption deed is enclosed?   
(Yes - Code Y, No - Code N, Not Applicable - NA)

18. 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)
19. Area of the Plot / Property as per lease deed     Sq. yrds
20. Total built-up area     Sq. yrds
21. Area being used for non-residential use     Sq. yrds
22. 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.
23. 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 Mortgage permission, 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. Attested copies of the loan application, sanction letter etc., if the loan is to be taken from Government of NCT of Delhi or any other Government Department / Agency.
3. If the mortgage permission is required for construction / re-construction / additions and alterations in the building, please attach a copy of the certified copy of the building plans "certified to be true" by the local body. If the certified copy is not available, then the original plans along with a spare copy of the plans and a Bank Draft / Postal order in favour of Land and Development Officer for Rs.5/- per sheet of plan are attached.
4. Demand draft in favour of Land and Development Officer for Rs.30/- towards the cost of forms for execution of Tripartite Agreement.
5. Redemption deed, if the property was earlier mortgaged.
6. The original permission, if permission was earlier issued but not utilised.
7. Proof of completion of construction.
8. Attested copies of recent passport size photographs of the applicant(s).

NB: The application for Mortgage permission will be considered only if the lease deed has been executed and registered.