

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

**APPLICATION FOR SUBSTITUTION OF TITLE**

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	Status*
1.					
2.					
3.					
4.					
5.					

(Attach separate sheet, if necessary)

\*Status: 1-Wife; 2-Son/Daughter; 3-Grand Son/Grand Daughter; 4-Brother/Sister (in case lessee was unmarried/having no living spouse/children); 5-Daughter-in-law (in case of pre-deceased lessee); 6-Others (please specify the relationship)

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

**4b. Address for Communication:**

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

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

Sno.	Name of Lessee	Whether Deceased ?
1.		Yes / No
2.		Yes / No
3.		Yes / No
4.		Yes / No
5.		Yes / No

(Attach separate sheet, if necessary)

5. b) Whether the Lease deed registered?   
 (Yes - Code Y, No - Code N)

5. c) If Item-5(b) is yes, the registration particulars of the Lease deed:

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

6. Date of Ownership / Substitution / Mutation letter        
 (Attach copy of Ownership / Substitution / Mutation letter) DD MM YYYY

7. Details of the heirs with the deceased lessee:

Sno.	Name	Sex (M/F)	Age	Relationship	Address
1.					
2.					
3.					
4.					
5.					

(Attach separate sheet, if necessary)

8. Whether the deceased lessee left behind any WILL?   
 (Yes - Code Y, No - Code N)

(i) If Yes, whether the WILL was registered?   
 (Yes - Code Y, No - Code N)

(ii) If Item-8(i) is Yes, the registration particulars of the WILL:

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

9. Names of the beneficiaries of the WILL with the deceased lessee / allottee:

Sno.	Name	Sex (M/F)	Age	Relationship	Address
1.					
2.					
3.					
4.					
5.					

(Attach separate sheet, if necessary)

10. Whether no objection affidavits of all legal heirs have been furnished?   
 (Yes - Code Y, No - Code N, Not Applicable - NA)

11. If Item-10 is yes, then details thereof:

Sno.	Name of Deponent	Sex (M/F)	Age	Date of execution	Attesting authority
1.					
2.					
3.					
4.					
5.					

Please give in the same sequence order as in Item-9. (Attach separate sheet, if necessary)

12. Whether the indemnity bond duly attested by I Class Magistrate has been furnished?  
(Yes – Code Y, No – Code N)

13. Whether the WILL has been probated or not?  
(Yes – Code Y, No – Code N, Not Applicable - NA)

14. If Item-13 is yes, details of plaints and orders: (Attach certified copy)

Probate application number	Date of order	Name of Court

15. If there is no WILL, whether other legal heirs have relinquished their right in the property? (Yes – Code Y, No – Code N, Not Applicable – NA)

16. Registration particulars of the Relinquishment Deed

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

17. Whether certified copy of the Relinquishment deed furnished?  
(Yes – Code Y, No – Code N, Not Applicable - NA)

18. Whether affidavits of beneficiaries duly attested by I Class magistrate furnished?  
(Yes – Code Y, No – Code N, Not Applicable - NA)

19.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)

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

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

22. 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, Any other evidence –Code 3, Not Applicable – Code 4)

23. Area of the Plot / Property as per lease deed   Sq.yrds

24. Total built-up area  Sq. yds

25. Area being used for non-residential use  Sq. yds

26. 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.

27. 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 Substitution, 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 copy of the death certificate(s) of lessee / allottee and other legal heirs, if any.
3. Certified copy of the "WILL", if registered or attested copy of the "WILL" if unregistered.
4. Affidavits of all the legal heirs (wife/husband/sons/daughters) in the prescribed proforma, duly sworn before the Magistrate of I Class / Sub-Judge (Incase there is WILL; Not required if WILL is probated).
5. Indemnity bond of the beneficiaries of the WILL in the prescribed proforma, duly attested by Magistrate of I Class / Sub-Judge.
6. Certified copy of the Registered Relinquishment deed (Please see Item-17).
7. Affidavits of the beneficiaries in the prescribed proforma on non-judicial stamp paper of Rs.10/-, duly sworn before the I Class Magistrate / Sub-Judge.
8. Certified copy of the plaint / suit for probate and the order, if WILL is probated.
9. Attested copies of recent passport size photographs of the applicant(s).