

Application No. \_\_\_\_\_

Acknowledgement Slip

**LAND AND DEVELOPMENT OFFICE  
NIRMAN BHAWAN, NEW DELHI – 110 011**

**CONVERSION TO FREEHOLD**

Received from Mr./Ms. \_\_\_\_\_

Application for conversion of Leasehold rights into Freehold in respect of the Property No.

\_\_\_\_\_ situated at \_\_\_\_\_,

New Delhi.

Seal of the Bank with date &  
Initials of receiving Clerk

Original

(To remain with the application)

**GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
LAND & DEVELOPMENT OFFICE  
NIRMAN BHAWAN  
NEW DELHI**

**CONVERSION FROM LEASE HOLD INTO FREE HOLD**

**CHALLAN**

1. Name of the Applicant : \_\_\_\_\_  
2. Address of the Applicant : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3. Property Number : \_\_\_\_\_  
4. Details of Payment : \_\_\_\_\_

S. No.	Description of Payments	Amount
1.	Conversion Fee	Rs.
2.	Additional Conversion fee	Rs.
3.	Surcharge	Rs.
4.	Arrears of Ground Rent	Rs.
5.	Processing fee	Rs.
6.	Any other dues	Rs.
	Total	Rs.

(in words Rupees \_\_\_\_\_ )

Date:

Seal of the Bank with date

Signature of the Applicant

**Duplicate**  
(To remain with the Bank)

**GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
LAND & DEVELOPMENT OFFICE  
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NEW DELHI**

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(in words Rupees \_\_\_\_\_)

Date:

Seal of the Bank with date

Signature of the Applicant

**Triplicate**

(To be returned to the applicant)

**GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
LAND & DEVELOPMENT OFFICE  
NIRMAN BHAWAN  
NEW DELHI**

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(in words Rupees \_\_\_\_\_)

Date:

Seal of the Bank with date

Signature of the Applicant





v) If answer to 10 (iv) is Yes, then state the date of Agreement to sell in DD/MM/YYYY format

vi) If the year of agreement to sale is after 24<sup>th</sup> September, 2001 then Whether the Agreement to sell is registered or not (Y/N)

vii) If the answer to 10 (vi) is Yes, furnish the details of Registration of Agreement to Sell (in case there are more than one Agreement to Sell, separate sheet (s) giving details of all the Agreement to Sell explaining chain of transfer of property be enclosed)

Registration No.  Book No.

Volume No  Page from  to

Date

11. Whether the lease is for plot or Tenement?

(Plot- Code 1: A type tenement Ground Floor – Code 2: A type tenement first Floor – Code 3: C - type Tenement – Code 4)

12. Whether the Lease is Executed and Registered?

( Executed and registered – Code 1, Executed not registered – Code 2, Not executed – Code 3)

13. If the answer to item 12 is Code 1, furnish the details of Registration of lease deed

Registration No.  Book No.

Volume No  Page from  to

Date

14. i) Whether the lease was Cancelled/Property Re-entered ? (Y/N)

ii) If Yes, whether the re-entry was withdrawn (Y/N)

15. i) whether there is any dispute pending in a Court of Law, regarding the title of the property? (Y/N)

ii) If the answer to item 15 (i) is Yes, whether this office is a party in the Court (Y/N)

iii) If Yes, then details of the Court Case

Case No  Name of the Court

Date of filling



16. Whether any application for Substitution, Mutation is pending ? (Y/N)

17. i) Whether property stands Mortgaged? (Y/N)

ii) If Yes, whether no objection certificate from the mortgagee is enclosed? (Y/N)

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, any other document - Code 3 \*)

19. i) Whether there are unauthorized construction in the lease property (Y/N)

ii) Whether there are misuses of the lease property (Y/N)

iii) Whether there are encroachments on public/Govt. land adjoining to the lease area (Y\N)

iv) Whether affidavit regarding no encroachment is enclosed (Y/N)

20. Area of the Plot/ Property as per lease deed (Sq. yds./Sq. Mts.)

21. Use of the property as per Lease Deed/Allotment   
(Residential- Code 1, Commercial- Code 2, Mixed – Code 3)

22. Total built- up area (Sq. yds./Sq. Mts.)

23. Area being used for non-residential use (Sq. yds./Sq. Mts.)

24. i) Whether any Misuse Charges were earlier demanded and not paid by the lessee ? (Y/N)

ii) If Yes, indicate the amount Rs.

25. i) Whether any damages for unauthorized construction were earlier claimed and not paid by the Lessee ? (Y/N)

ii) If yes, indicate the amount Rs.

( \* These document may be those issued by Authorities of Union Government, State Government, Local bodies, Autonomous bodies or public Sector Undertakings/Corporations, and their acceptance for this purpose will be done after proper examination and scrutiny. )

**SELF ASSESSMENT OF CHARGES PAYABLE**

26. Conversion charges as per formula Rs.

27. Additional Conversion charges for non-residential use Rs.

28. Surcharge, if the applicant is a General Power of Attorney holder Rs.

29. Processing Fee Rs.

30. Arrears of Ground rent, if any along with the interest as per lease terms Rs.

31. Amount payable as per item 24 Rs.
32. Amount payable as per Item 25 Rs.
33. Total amount payable (in figures) Rs.

In words (Rupees \_\_\_\_\_ )

34. Whether the applicant wants to pay the amount in Lump sum or in annual installments?

( Lump-sum-Code 1, Two installments- Code 2, Three installments – Code 3, Four installments – Code 4, Five installments – Code 5)

35. Amount paid along with the application Rs.

36. Bank Account Details \*

h) Name of the Account Holder

b) Name of the Bank

c) Name of the Branch

d) Account Number

e) IFSC Code

f) MICR Code

g) BSR Code

h) Copy of the canceled Bank Cheque attached (Y/N)

\* These Bank details will be used in the event of rejection of application/refund of excess amount.

**DECLARATION**

I/We hereby solemnly declare that the information furnished in the application is true and correct to the best of my/our knowledge, belief and nothing has being concealed. If the above information is found to be incorrect, concealed, false or fraudulent, the application will summarily be rejected. I/We also understand that the conveyance deed, I/We may obtain through this application is liable to be withdrawn and cancelled unilaterally at any later stage if it is established that the information I/We have furnished in this application is incorrect, concealed, false or fraudulent.

Signature of the Applicant

Place:  
Date:

Signature of the person named in Item 6  
( If item 6 is applicable)