



DEFENCE HOUSING AUTHORITY

VILLA POSSESSION APPLICATION

2 x Recent Attested
Pictures

1.5" x 1.5"

To: Director Transfer & Record,
Defence Housing Authority,
Bahawalpur.

Subject: **POSSESSION OF VILLA**

Dear Sir,

Please give me possession of Villa No. _____ Size: _____ Marla: _____ Sector: **D (Villa Community)**,
Intimation / Transfer / Allocation letter No. _____

Owner's Name _____ Owner's Signature _____
(As Per CNIC)

Address _____

CNIC No.

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 Contact No: _____

PART I - TRANSFER AND RECORD BRANCH

The above particulars are correct as per DHA Bahawalpur Transfer & Record Branch and it is certified that ownership is legal. Hence, possession is recommended to the Owner Mr. _____.

Date _____
Additional Director/ Director (Transfer & Record)

PART II - RE VILLA SEC (P&D BRANCH)

- Corner (Yes / No)
- Park Facing (Yes / No)
- Main Boulevard (Yes / No)

Date _____
RE Villas

PART III - FINANCE BRANCH

All dues applicable till _____ have been cleared by the applicant, hence possession is recommended.

NDC No _____

Date _____

Additional Director/ Director (Finance)

PART IV - RE VILLA SEC (P&D BRANCH)

Handed Over by:-

SDO (Elec): _____ Signature SDO (Civ): _____ Signature RE (Villas): _____ Signature

Taken Over by:-

I, _____ S/O, D/O, W/O _____ having CNIC No. _____ in possession of my free will and without any coercion or duress, do hereby solemnly affirm and declare that:-

- I have taken over **possession of Villa No:** _____ **Size:** _____.
- I have received copy of **As Built Drawings** and **list of inventories**. Dated: _____

We hereby confirm that copy of As Built Drawings and List of Inventories of Villa _____ is received.

Additional Director / Director (Qtg): Signature _____

Additional Director / Director (Maintenance): Signature _____

Additional Director / Director (BC): Signature _____

INSTRUCTIONS FOR POSSESSION OF PLOT

1. Following documents should be submitted with possession form.
 - a. 2 x attested recent passport size pictures
 - b. 1 x copy of Intimation/ Transfer/ Allocation letter
 - c. 1 x copy of CNIC
2. All overseas customers who have not completed their transfer / allocation process at DHAB cannot apply for possession.
3. Customers residing in Pakistan will come to DHAB Main office/ Sub Office in person and submit their application and verify their credentials.
4. Owner will read and understood the DHA Byelaws and will abide by them.
5. On completion of Electric and Gas works, Owner will apply directly to WAPDA and SNGPL.
6. In case of addition/alteration, Owner will submit revised drawings as per DHA Bwp Byelaws for approval. Any addition/alteration will not be made prior to approval of the revised drawings.
7. Owner will not cut the road for any purpose without getting written permission from the DHA Bwp.