

TRANSFER PROCEDURES**DHA BAHAWALPUR****Verification of Property**

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
Verification of Property	24 Hours	Rs. 1,000/-	Land Branch

Documents Required

1. Copy of Allocation / Intimation/ Allotment/ Transfer Letter (s).
2. Copy of Computerized National Identity Card, of owner and Authority Holder.
3. Original paid Voucher of Verification Fee (Rs. 1,000/-).
4. Copy of Property Dealer's Registration Card (if applied through Property Dealer)

Procedure

1. Verification form is available at DHA Bahawalpur, Sub Offices and DHAB website.
[\(Download Specimen from DHA website\)](#)
2. Deposit the verification form along with the documents mentioned above at DHA Bahawalpur info desk/ Sub Offices.
3. Customer/ Authority Holder will collect Verification Performa from DHA Bahawalpur Info desk/ Sub Offices next day.

Verification of Property for Bank Loan

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
Verification of Property for Loan	3x Working Days	Rs. 1,000/-	Transfer & Record Branch

Documents Required

1. Photo Copy of Allocation / Intimation / Allotment / Transfer Letter(s).
2. Photo Copy of Computerized National Identity Card of Owner and Authority Holder
3. Original paid Voucher of Verification Fee Rs 1000/-

Procedure

1. Verification form is available at DHA Bahawalpur Reception and DHAB website.
[\(Download Specimen from DHA website\)](#)
2. Deposit the Verification form along with the documents mentioned above at DHAB Reception.
3. Customer/ Authority Holder will collect Verification Performa from DHA Reception after 3 working days

No Demand Certificate

No Demand Certificate is the first step for transfer in which the owner has to clear all objections and outstanding dues before selling his property and it has no other value.

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
No Demand Certificate	Normal: 2 days	Nil	Transfer & Record Branch
	Urgent: 6 Hours	Rs.5,000/-	
Cancellation of Transfer Request	After completion of formalities	Rs. 3,000/-	

Documents Required

1. Copy of Computerized National Identity Card.
2. Copy of Allocation/ Intimation/ Allotment/ Transfer Letter
3. Copy of Site Plan for the plots (if possession is open). If not held, will apply along with No Demand Certificate.
4. Copy of Completion Certificate (House/ Building)
5. **For Out Station transfer, urgent NDC request will be received at Sub Office,** which will intimate the outstanding dues in 1x hour, after clearance of the dues (on line) NDC will be processed & cleared.
6. **For urgent NDC documents must be deposited by 1100 hours.**
7. No Objection Certificate for Armed Forces Personnel in case of Service Benefit Plots / House, Plots / House allotted out of Defence quota and Retd armed forces category from GHQ AG's Branch (W&R Directorate).
8. Photocopies of Pension Book, Discharge Certificate and Form B in case of Retired Junior Commissioned Officers/ Non Commission Officers and Next Of Kin of Shaheed / Deceased (duly attested by District Arms Services Board).

Procedure

1. No Demand Certificate request form is available at DHA Bahawalpur NDC Desk/ Sub Offices and website. ([Download Specimen from DHA website](#))
2. Deposit the No Demand Certificate along with the documents mentioned above at DHA Bahawalpur NDC desk/ Sub Offices.
3. If the required documents are complete, a receipt will be issued to the customer.
4. **For smooth processing customers are advised to deposit NDC after clearance of all dues.**

5. **Customer will come on the date provided on the receipt for collection of NDC.** In case the dues are outstanding then NDC **will be cleared 24 hours** after provision of deposit slip of dues.
6. **For urgent NDC, if no dues are outstanding then will be cleared after 6 hours/** same day. In case of outstanding dues, client will be info by the **Finance desk** at reception and NDC will be cleared after depositing the said dues in bank at reception.
7. In case of House or Open Possession Plot, NDC will be forward to Building Control Branch for Surveyor visit.
8. **Finance branch representative will provide the info/ voucher for balance payment to the client at the time of depositing NDC documents.**
9. NDC generally will remain valid for 90 days or **till the expiry of current quarter**, but if dues of next quarter are paid and receipt is **attached with previous quarter NDC**, then this NDC will remain valid for next quarter also.
10. Surcharge if any will be calculated till the deposit date of NDC and **will remain freezed for 2x days.**

Documents Required for Cancellation of Transfer Request

1. Copy of NDC
2. Application addressing to Director Transfer & Record for cancellation of Transfer request. ([Download Specimen from DHA website](#))
3. Paid challan voucher of Rs.3000/-
4. Copy of agreement/ sale deed.

Transfer Request Cancellation Procedure

1. Seller can apply for cancellation of Transfer Request at any time before conclusion of transfer by mentioning reasons on an affidavit of Rs. 100/- that, till-to-date he has not undergone in an agreement to sell with any individual/ party, along with challan of Rs. 3,000/-, Transfer request cancellation charges. The transfer request will be cancelled after getting input from the dealer/ buyer and undertaking by the seller who did not enter into agreement/agreement to sell with any buyer.
2. In case of non adherence to the agreement b/w seller and buyer clauses, transfer request will be cancelled by transfer branch after getting input from dealer/ buyer and undertaking by the seller.
3. In case the agreement has been concluded but documents have yet not been deposited with transfer branch, then an affidavit of Rs. 100/- be deposited, mentioning the reason. Consent of both the parties will be sought and if matter is not resolved, then it will be referred to dealers arbitrary committee which will decide in 3x working days.
4. No sale agreement will be considered valid, if not validly executed along with Dealers undertaking on dealers letter head and deed carried out on an affidavit dully attested by the Oath Commissioner.

Guidelines for the Members (Seller/ Buyer)

1. Survey the market by exploring/ inquiring from minimum three registered dealers, the list of whom is available at DHAB website. ([Download List of Registered Property Dealers](#))
2. The deal can be concluded without the dealers also, if both seller and buyer approach transfer & record branch, which will facilitate in completing the process.
3. Ensure NDC is signed and thumb impression is fixed by the owner himself/herself.
4. Provide NDC to the dealer, on conclusion of an agreement on an affidavit mentioning all necessary details/ conditions, as agreed upon by the parties.
5. In case the agreement details are not adhered to by the dealers then, process an application to transfer & record branch with complete details for cancellation of NDC.

6. Making deals is exclusively a private / personal affair therefore, clients are advised to bring in writing every single step of the deal and DHAB will only step in where; rights of the members seller/ buyer will be affected, by cancelling the NDC, and by taking action against the registered dealers if found guilty otherwise, all necessary settlements will have to be made outside DHA.

Depositing of Transfer Documents

1. Original copy of NDC.
2. Paid copy of Transfer Fee (according to size of plot) and other taxes Seller & Purchaser undertaking on Stamp papers Rs. 100/- to be attached along with Transfer documents.
3. Complete transfer Documents set, specimen available at DHA Bahawalpur Info Desk/ Sub Offices/ website. ([Download Specimen from DHA website](#))
4. Original Allocation / Intimation / Allotment/ Transfer Letter at the time of Transfer.
5. Copy of Computerized National Identity Card of Seller and Purchaser (dully attested by the Oath Commissioner).
6. 2x Passport size photographs of new owner (dully attested by the Oath Commissioner).
7. Affidavit of Seller and Purchaser for surrendering.

Regular Transfer

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
Regular Transfer	Normal: 3 rd day or as per the choice of the parties	According to the size of Plot	Transfer & Record Branch
	Urgent: <ul style="list-style-type: none"> • Same day • 2nd Day 	<ul style="list-style-type: none"> • Rs. 25,000/- • Rs. 18,000/- 	
	Executive Transfer (all formalities from NDC to issuance of transfer letter in one day only)	Rs.50,000/-	

Procedure

1. Customer will bring the Transfer Set to the DHA Bahawalpur Info Desk/ Sub Offices for transfer appointment.
2. Customer will deposit Transfer Documents along with all paid Government taxes and DHA dues/ Membership fee.
3. After scrutinizing the documents, DHA Bahawalpur Reception will allot the appointment for 3rd day or will adjust as per the choice of the seller / buyer, & time available.
4. Both Seller and Purchaser will visit Transfer Office for transfer on given date along with original CNICs.
5. Biometrics of the seller/ buyer will be verified from NADRA interface system available.
6. After completion of transfer formalities, transfer letter issued to buyer on same day.
7. **Customers with dual nationality to bring attested verysis certificate from NADRA.**
8. **Executive Transfer. An additional charges of Rs. 50,000/- will be charged for completing transfer formalities on the same day, provided complete documents are deposited at transfer reception by 1000 hours & no NDC dues are outstanding/ or NDC dues are cleared at Finance Reception Desk and both parties are available. Complete transfer documents are available at info desk/ DHAB website.**

Note: After depositing the transfer documents transfer will be executed within 15x days. In case of delay either seller to approach transfer branch or it will be returned to the depositor.

Hiba Transfer

Property gifted to the blood relatives (Parents to Children, Children to Parents, Husband to Wife, Wife to Husband, Brother to Sister and Sister to Brother).

Statement Summary			
SERVICE	TIMELINE	CHARGES	DELIVERY
HIBA Transfer	Normal: 3 rd day or as per the choice of the parties	According to the size of Plot	Transfer & Record Branch
	Urgent: <ul style="list-style-type: none"> • Same day • 2nd Day 	<ul style="list-style-type: none"> • Rs. 25,000/- • Rs. 18,000/- 	
	Executive Transfer (Same day)	Rs.50,000/-	

Documents Required

1. Hiba Transfer Documents Set Specimen available at DHA Bahawalpur Reception/ Sub Offices. ([Download Specimen from DHA website](#)).
2. Original Allocation / Intimation / Allotment / Transfer Letter(s).
3. Copy of Computerized National Identity Card (CNIC) of both donor and donee and 2 x Witnesses (duly attested by Oath Commissioner).
4. Membership Fee of Donee.
5. Membership form, along with 2 x Passport size photographs of donee (duly attested).
6. Transfer Fee according to the size of Plot.
7. Original Sale Deed along with affidavits of donor and donee.
8. Tax/ Dues paid receipts/ Challans according to the plot size paid by Donee.
9. FRC (Family Registration Certificate) dully attested from notary / NADRA.

Procedure

1. Customer will bring the Transfer Set to the DHA Bahawalpur Info Desk/ Sub Offices for transfer appointment.
2. Customer will deposit Transfer Documents along with all paid Government charges and Membership fee.
3. DHA Bahawalpur Reception will allot the appointment for 3rd day or will adjust as per the choice of the seller / buyer.
4. Both Seller and Purchaser will visit Transfer Officer for transfer on given Transfer date, along with original CNICs.
5. After completion of transfer formalities, transfer letter issued to buyer on same day.

Legal Heir(s) Transfer

After the death of the owner, property is transferred to the legal heir(s).

SERVICE	TIMELINE	CHARGES	DELIVERY
Legal Heir(s) Transfer	3 rd day or as per the choice	Normal: According to the size of Plot Urgent: Rs. 25,000/- (Same day) Rs. 18000/- (2 nd day)	Transfer Branch
Special Transfer	On completion of formalities	Rs.50,000/- (When legal heirs are at different locations)	

Documents Required

1. Legal Heir (s) Transfer Documents Set available at DHA Bahawalpur Reception/ Sub Offices. ([Download Specimen from DHA website](#)).
2. Original Allocation / Intimation / Allotment / Transfer letter (s).
3. Declaratory decree in respect of Legal Heir(s) issued by the Civil Judge having competent Jurisdiction.
4. For surrendering one's right in the favor of another Legal Heir. Declaratory decree for surrendering one of the legal heirs right in the favor of another legal heir issued by the civil judge having competent jurisdiction.
5. Death Certificate (duly attested).
6. Copies of the Computerized National Identity Card / B Form of all Legal Heir (s) (duly attested).
7. 2 x Passport Size photographs of each Legal Heir (duly attested by Gazetted Officer).
8. Advertisement regarding death of the owner/member with photograph in 2 x National Newspapers i.e. Urdu & English (Download Specimen).
9. Membership Form of Legal Heir(s).
10. Membership Fee and Transfer Fee Vouchers.
11. Original copy of court orders dully attested by oath commissioner for surrendering of personal share.
12. FRC (Family Registration Certificate) dully attested from notary / NADRA.

Procedure

1. Deposit the required documents at DHA Reception after filling in the required information.
2. DHA Reception will issue the receipt after receiving the documents.
3. Legal Branch will issue a confirmation letter.
4. After receiving the confirmation letter, Legal Heir(s) along with their original Computerized National Identity Card will visit Transfer Office to collect the Allocation / Intimation / Transfer Letter.
5. All the nominated legal heirs will come on given transfer date for Legal Heir Transfer, if anyone is abroad, will depute his/ her an attorney by duly execution of deed of PDA to complete procedure on his/ her behalf.
6. For surrendering of property in the name of any of the heirs, court order by decisions must accompany the documents.
7. No one's rights will be surrendered to any of the heirs without personal presence & recording of statement in front of the transfer officer. In pursuance of court decision/order.

Out Station Transfer

The out station transfer will be carried out on special demand of the clients and will not be treated as normal transfer.

SERVICE	TIMELINE	CHARGES	DELIVERY
Out Station Transfer	On completion of requirements/ 4x days if buyer deposit his documents on the day the Seller's procedure is completed	Rs. 10,000/-	Transfer Branch
On Behalf	On completion of requirements	Residential 1 Kanal and above and Commercial Plots. Rs. 10,000/- Residential Less than 1 Kanal. Rs. 5,000/-	

Documents Required for Seller/ Buyer

1. Transfer set as per specimen. ([Download Specimen from DHA website](#))
2. Signed forwarding/ Initiation letter.
3. Original Allotment / Transfer/ Information/ Allocation letter.
4. Original CNIC along with required attested photocopies of Seller & Buyer.

5. Gen Affidavit (for both seller & buyer).
6. Paid Challan of E-Stamp along with E-Stamp papers.
7. Associate Membership Form along with 2x attested photographs.
8. CNIC Copy of Next of Kin.
9. Taxes paid as per schedule.

Procedure for Seller

1. Dealer/ customer will deposit the Transfer Set to the Office where seller will appear for transfer.
2. Staff will verify the correctness of documents and will give the transfer appointment on the 3rd day or will adjust as per the convenience of the parties.
3. Seller / registered dealer will visit Transfer Office/ Sub Office for transfer on given Transfer date/ time.
4. After transfer, transfer Officer will be issue transfer certificate to the seller.
5. After completion of seller formalities, the transfer set along with relevant record will be dispatched (same day) to the office where the purchaser will appear.

Procedure for buyer

1. After receiving the documents from seller station, dealer/ buyer will deposit buyers transfer documents along with Government taxes & DHA dues DHA Bahawalpur/ Sub Offices.
2. Staff will verify the correctness of documents and will give the transfer appointment on the 3rd day or will adjust as per the convenience of the parties.
3. Formalities for buyer will be carried out on 3rd day or as per the time available.
4. After completion of Transfer, Transfer Officer will issue Transfer certificate to buyer.
5. After 7x working days of transfer buyer can get transfer letter on visiting Transfer Office/ Sub Offices along with original CNIC and transfer completion certificate.

Procedure (Buyer Away) On Behalf

1. 1x affidavit of on behalf person. ([Download Specimen from DHA website](#))
2. On behalf tfr is conducted through representative of buyer.
2. On behalf tfr only be conducted in case of non availability of buyer at the time of tfr.
3. On behalf tfr record register will be maintain on respective register.

4. On Behalf tfr will be conducted at Head Office Bahawalpur and Sub Offices of DHA Bahawalpur.
5. Completion of On Behalf tfr formalities (buyer) can be completed at any office of DHAB as per the choice of the buyer.
6. Dealer/ buyer will info to concerned Offices/ Head Office for completion of on behalf tfr formalities on 3x working days advance.

On Line Transfer

The on line transfers will be carried out on special request of the customers and will be conducted through visual media whereby seller and buyer will appear physically in DHA Bahawalpur main office / Sub Offices on prescribed time.

SERVICE	TIMELINE	CHARGES	DELIVERY
On Line Transfer	On completion of requirements/ 3 rd day	Rs. 25,000/-	Transfer Branch
	Urgent: Next day after depositing the documents at respective stations	Rs. 50,000/-	

Documents Required for Seller/ Buyer.

1. Transfer set as per specimen. ([Download Specimen from DHA website](#))
2. Signed forwarding/ Initiation letter.
3. Original Allotment / Transfer/ Information/ Allocation letter.
4. Original CNIC along with required attested photocopies of Seller & Buyer.
5. Gen Affidavit (for both seller & buyer).
6. Associate Membership Form along with 2x attested photographs.
7. Original CNIC along with required attested photocopies of Buyer & Seller.
8. CNIC Copy of Next of Kin.
9. Taxes paid challans on per schedule.
10. Nadra Biometric both Seller & Purchaser

Procedure for Seller/ Buyer

1. Dealer/ customer will deposit the Transfer Set, to the Office as per the choice of seller/ buyer for transfer.
2. Staff will receive and verify the correctness of documents and will give the transfer appointment after coordination with buyer's station, according to SOPs of DHA Bahawalpur.
3. Transfer will be conducted on the date/ time given and physical presence of both seller and buyer on video link is mandatory.
4. After completion of transfer, Transfer Officer will issue Transfer certificate to seller/ buyer and the transfer sets of both stations along with relevant record will be dispatched (same day) to the Head Office Bahawalpur.
5. Seller/ buyer to clear all transactions before coming for transfer, DHAB will guarantee the amount transferred by the purchaser if the transaction is made after receiving the deposit slip of documents from DHAB main/ sub offices and confirmation from DHAB reception is received, on telephone call.
6. After 7x working days of transfer buyer may visit Transfer Office/ Sub Offices along with original CNIC and transfer completion certificate for collection of Transfer Letter.

Change of Mailing Address/ Contact Number

1. Application addressing to Director Transfer and record for change of mailing address/ mobile number.
2. 1x CNIC copy of owner.
3. Details will be confirmed by calling on the number mentioned on the registration form.

Issuance Of Duplicate Letter

SERVICE	TIMELINE	CHARGES	DELIVERY
Duplicate Letter	On completion of requirements.	Rs. 10,200/-	Transfer Branch

Documents Required For Issuance Of Duplicate Letter

1. Affidavit (duly attested by Oath Commissioner & the auth Notary Public).
2. Copy of Computerized NIC (Duly attested by Army/ Civil Gazetted Officer).
3. Police Report against Loss of Allocation, Intimation, Allotment or Transfer letter.
4. Advertisement in two Nationwide News Papers Urdu and English the advertisement should be in two columns. ([Download Specimen from DHA website](#))
5. Covering letter requesting for issuance of Duplicate Letter (with auth signature and thumb impression).
6. Paid Challan of Rs. 10,200/-
7. Two recent photographs, duly attested.
8. Physical presence and photo in Tfr Office

Procedure

1. Member will write request to Director Transfer & Record along with supporting documents.
2. Staff will verify the correctness of documents and complete the formalities.
3. Duplicate letter will be issue to owner after 15-30 days.

Note: Duplicate letter will only be required/ issued for fol letters :-

- Intimation Letter (before ballot).
- Intimation Letter for plot number (before transfer of the file).
- Allocation Letter (after allocation letter is received).
- Transfer Letter (after plot/ file is transfer).

Registration of Property Dealer

SERVICE	TIMELINE	CHARGES	DELIVERY
Registration of Property Dealer	On completion of requirements.	Registration Fee. Rs. 10,000/- Renewal Fee. Rs. 5,000/- Late Renewal Fee. Rs. 3,000/- PM	Transfer Branch

Documents required for Registration of Property Dealer

1. Complete Documents for registration of Property Dealer as per specimen available at DHA Bahawalpur Info Desk/ Sub Offices/ website. ([Download Specimen from DHA website](#))
2. Photo copy of CNIC duly attested.
3. 2x Passport size and 2x One by One Photographs.
4. Certificate of Registration issued by Registering Authority of Real Estate Agents.
5. Taxpayer Registration Certificate / NTN No.
6. Excise and Taxation Registration Certificate.
7. Undertaking on stamp paper worth Rs. 100.
8. Police Report (concerned police station as per office address).
9. Challan Form for Rs. 10,000/- for 1st time and Rs. 5,000/- in case of renewal.

Procedure

1. Individual who will apply for registration will be interviewed by Dir Tfr & Record.
2. Submission of Application for registration.
3. Photocopy of CNIC duly attested.
4. 2 x Passport Size and 2x one by one Photograph.
5. Last date of renewal fee 31 Jan of each year.
6. In case of late renewal fee, Rs.3000/- extra per month will be charged.
7. New registration process will be followed for the dealers after remaining inactive/ unregistered for one year.
8. Tax Payer Registration Certificate / NTN No.
9. Excise and Taxation Registration Certificate.
10. Submission of 2 x Affidavits as per specimen.
11. Police Report (concerned police station as per office address).
12. Representative/ Employee Card fee Rs. 1000/- per card.

13. Representative of transfer and marketing branch will visit the office for ensuring that said dealer is fulfilling the requirement.
14. Min sheet for registration will be fwd to Secy Office with recommendation of Dir Tfr & Record.
15. In case of outstation applicant, his credentials may be checked through the respective Sub Offices of DHAB.
16. After nec verification, Secy will fwd application to PD for approval with his recommendation.

