



Price Rs. _____

Serial No. _____

APPLICATION FOR THE TRANSFER OF PLOT

To

The Director _____
Lahore Development Authority Lahore.
R/o 467-D/II Johar Town Scheme Lahore.

Subject: TRANSFER OF RESIDENTIAL/ COMMERCIAL/ INDUSTRIAL/ PLOT/ SHOP/ HOUSE/ FLAT/ QUARTER
NO. _____ BLOCK _____ SECTOR _____ SCHEME _____.

Respected Sir,

I have owned/ purchased above subjected plot / shop / house / flat / quarter No. _____ Block _____
Sector _____ measuring _____ of _____ scheme Lahore through Auction/ Exemption/
Allotment/ Transfer. I have now sold / gift sold the side plot / house / shop/ quarter to Mr. _____
son of _____ resident of _____
at the rate of Rs. _____ and out of total price of said property. I have received Rs. _____
as advance payment by the buyer and rest of the cost will be received at the time of identification of both the parties as
scheduled by the LDA or as per agreement for sale executed between the seller and buyer.

It is therefore, requested that the said property may be transferred in his / her/ them with all my rights,
liabilities and deposits.

Applicant
Signature of transferor

Thumb impression

Name _____ son of _____ Resident of H.No _____ Block _____ Sector _____
National ID card No. _____

Declaration of transferee

I / we _____ s/o / Daughter/ Wife of _____ is/ are hereby admit he contents of the
above application as correct and undertake.

- I. To abide by all the terms and conditions of sale of the property and comply with all the orders,
directions, instructions etc, issued by LDA time to time.
- II. To use the property for the same purpose for which it was sold / auctioned/ accepted / Allotted to
construct the building complying with all the relevant rules/ regulation, directions, instructions etc,
explore or issued to me/ us time to time by LDA.

Signature of the Transferee

Thumb impression

Name _____ S/o / D/o / w/o _____ Resident of _____
NIC No. _____

INSTRUCTIONS FOR SUBMITTING APPLICATION

1. The application form should be carefully and correctly filled in
2. Incomplete application will not be entertained.
3. Application should be filed by the owner / lawful GPA personally.
4. The following documents are required to be attached with the application:-
 - I. An affidavit of Rs. 50 from both the parties separately (seller & purchaser) duly attested by the notary public and counter signed by any gazetted officer with his CNIC No.
 - II. 3 specimen signature and 3 No's thumb impression of seller duly attested by the gazetted officer.
 - III. 3 specimen signature and 3 No's thumb impression of buyer duly attested by the gazetted officer.
 - IV. 2 photographs (Passport size) by the seller and buyer each duly attested by gazetted officer
 - V. 2 copies of ID cards of both the parties (seller & buyer) attested by gazetted officer.
 - VI. Copy of NOC (clearance certificate) issued by LDA.
 - VII. Copy of ownership document (Allotment Letter, Transfer Letter, Exemption Letter etc issued by LDA)
 - VIII. Stamp duty along with paid copy of challan, original receipt of CVT, TMA Tax, original paid challan of gain Tax as well as wealth tax (if applicable)
 - IX. At the time of submission of transfer set the original ID card of the owner along with original NOC/ Ownership letter should be presented before the concerned officer for verification of title documents issued by LDA.
 - X. Transfer application complete in all aspects should be presented personally by the lawful owner/ seller of the property to the name of concerned Directorate through One Window Cell LDA.

LAHORE DEVELOPMENT AUTHORITY

SAP MASTER DATA ENTRY FORM (Properties & Customer)



Customer/Owner Data (To be filled by Owner)

Plot No		Block	
Scheme		Area (SQM)	
Covered Area	Area Under Transaction (SQM)		
Title	Mr, Mrs, MS, Company		
Name			
S/O, D/O, W/O			
CNIC			
Co-Sharer (if any) must be enlisted back of this sheet along with CNICs			
Address			
City	Country	Region	
Telephone	Mobile	E-Mail	
Nature of Challan	NOC/Transfer Fee/Urgent Transfer Fee		

Dated:

Signature/Thumb Impression of applicant

Master Data Form (to be filled by Assistant Director One Window Cell)

Directorate		File No	
Nature	Residential / Commercial / Industrial / Public Utility		
Category	Allotment / Auction / Exemption	Area (SQM)	
DC Rate		Covered area	
OWO			

Approved By Assistant Director

Transactional DATA (To be filled by Revenue Directorate)

Customer No.		Amount	
GL Account		Description	
Reconciliation account		Description	
Challan document No.			
NOTES/Taxes/Calculations			

Prepared By:

Verified BY: