

APPLICATION FORM FOR CONVERSION OF LEASEHOLD SITES INTO FREEHOLD

To

The Secretary,
Chandigarh Housing Board,
Exercising the Powers of the Estate Officer,
U.T. Chandigarh

Attested
Photograph

Subject: Application for Conversion of Leasehold Sites into Freehold

1. Site /Plot No.	
Sector	
Area of site in sq.Mtr.	
File No.	
2. (i) Name of lessee/Applicant	
(ii) Father's/Husband's Name	
(iii) Address	
3. Status of the applicant (Lessee/ GPA)	<input type="checkbox"/> Lessee <input type="checkbox"/> G.P.A.
4. Name and Address of the purchaser in whose name conversion is sought	
5. (i) If the applicant is General Power of Attorney holder? (if so, attested copy be attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attached <input type="checkbox"/> Not Attached Annexure No.
(ii) Agreement to sell or other document to evidence the transaction in Favour of person at 5(i) be enclosed	<input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed Annexure No.
6. Whether the lease is for site or tenement.	<input type="checkbox"/> Site <input type="checkbox"/> Tenement
7. Whether the lease deed has been executed and registered? It so, give	<input type="checkbox"/> Yes <input type="checkbox"/> No
i) Registration No.	
ii) Book No.	
iii) Volume No.	
iv) Page No.	
v) Date	
8. Whether the lease has been cancelled and site has been resorted? (if so, give details there-of)	<input type="checkbox"/> Yes <input type="checkbox"/> No Details of Substitution/Mutation/Transport

<p>9. Whether there is any dispute pending in the court of law regarding title or otherwise ? (if so, give details.)</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Details of Dispute</td> </tr> </table>	Yes		No		Details of Dispute							
Yes		No											
Details of Dispute													
<p>10 Whether any application for substitution/transfer/Mutation is Pending? (give details)</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Details of cancellation & restoration</td> </tr> </table>	Yes		No		Details of cancellation & restoration							
Yes		No											
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<p>11. i) Whether the dwelling unit/ Tenement stands mortgaged ?</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> </table>	Yes		No									
Yes		No											
<p>ii) If yes, whether NOC from the mortgage is enclosed</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> <tr> <td colspan="4" style="padding: 5px;">Annexure No</td> </tr> </table>	Yes		No		Annexure No							
Yes		No											
Annexure No													
<p>12. If the building is constructed, Attach proof of the completion</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Attached</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">Not Attached</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> <tr> <td colspan="4" style="padding: 5px;">Annexure No.</td> </tr> </table>	Yes		No		Attached		Not Attached		Annexure No.			
Yes		No											
Attached		Not Attached											
Annexure No.													
<p>13. Whether affidavit regarding unauthorized construction/misuse in the building is enclosed ?</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Yes</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">No</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> <tr> <td colspan="4" style="padding: 5px;">Annexure No.</td> </tr> </table>	Yes		No		Annexure No.							
Yes		No											
Annexure No.													
<p>14. Self Assessment of conversion Charges payable:-</p>	<p>Amount in Rupees</p>												
<p>i) Amount of conversion charges as per formula</p>	Rs.												
<p>ii) Surcharge, if the applicant is G.P.A.</p>	Rs.												
<p>iii) Arrears of ground rent, if any, alongwith interest.</p>	Rs												
<p>iv) Total (i+ii+iii)</p>	Rs.												
<p>15. Whether the applicant wants to pay the amount shown above at column in lump-sum or in 5 equated installment</p>	<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">Lump-Sum</td> <td style="border: 1px solid black; width: 40px;"></td> <td style="border: 1px solid black; padding: 2px;">Installments</td> <td style="border: 1px solid black; width: 40px;"></td> </tr> </table>	Lump-Sum		Installments									
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<p>16. Amount paid alongwith the application</p>	Rs.												
<p>Bank draft No.</p>													
<p>Dated</p>													
<p>Drawn on</p>													

Dated :

Signature of the Applicant

()

(Name of the applicant as signed)

DECLARATION

I undertake that the Title which may be passed on to me after paying the Conversion Charges is liable to be Cancelled at any stage if it is found that the information in this application is either wholly or partly false and material fact has been concealed.

Dated:

Signature of the Applicant

Address for Correspondence
