

**TRANSFER/MUTATION OF LEASED OUT PROPERTIES.
ON THE BASIS OF SALE DEED/GIFT DEED**

- i. Copy of Sale Deed/Gift Deed Registered duly attested by Sub-Registrar/Notary Public.
- ii. Copy of lease deed duly attested by Sub-Registrar/Notary Public.
- iii. Copies of CNICs of Vendor and Vendee duly attested by Notary Public.
- iv. Copy of Receipt of T.I.P Tax duly attested by the Notary Public.
- v. Affidavit regarding no dispute/litigation against the property in question duly attested by Notary Public.
- vi. Lease under taking duly attested by Notary Public.
- vii. Copies of receipt of CB. dues upto date. i.e. House Tax, Water Charges, Conservancy charges, Lease Rent.
- viii. If attorney involved, copy of attorney duly attested by Sub-Registrar/Notary Public.
- ix. NOC from P.O.Fs authorities in case property in question located/falls in Lala Rukh, Officers Colony, Gulistan Colony, Labour Colony (Extn), Prime Minister Housing Scheme, Lala Rukh (Extn) etc.