

To,  
The Administrator  
DHA CITY Karachi.

Date: \_\_\_\_\_

Subject: **Change of Ownership Name / Transfer History**

1. I have applied in registrar Gadap Town for change of owner's name of property plot no. \_\_\_\_\_ sector \_\_\_\_\_ sub sector \_\_\_\_\_ purchased by me through registered conveyance deed no. \_\_\_\_\_.
2. Registrar Gadap Town asked me to provide the detail of all the transferees of the said property
3. I therefore request you top please provide the said information to me or to Registrar Gadap Town so that I can complete formalities.
4. Copy of CNIC's of Owners of property be attached.
5. Signatures which has been carried out during DHAC membership.
6. Service Charges has been paid (Tick) as under: -
  - a. Urgent (within 5 working days) = Rs. 5000/-
  - b. Normal (within 12 working days) = Rs. 3000/-
  - c. Receipt attached.

Thanks and Regards

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Membership No. \_\_\_\_\_

File No. \_\_\_\_\_

Contact No. \_\_\_\_\_

**Enclosed**

1x copy of CNIC's  
Registrar Gadap Town / Transfer order copy  
Subject to scrutiny & Legal Clearance as applicable not to be dispatched