

**GOVERNMENT OF INDIA  
MINISTRY OF URBAN DEVELOPMENT  
LAND AND DEVELOPMENT OFFICE  
NIRMAN BHAWAN, NEW DELHI - 110 011**

**APPLICATION FOR MUTATION OF TITLE**

Date 

Day		
Month		
Year		

1. Property number 

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 Block number 

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2. Colony name \_\_\_\_\_

3. Property type: Residential - 1 / Commercial - 2 / Residential-cum-Commercial - 3 

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**4a. Details of the Applicant(s)**

Sno	Name of Applicant	Sex (M/F)	Address	Father's / Husband's Name	Status*
1.					
2.					
3.					
4.					
5.					

(Attach separate sheet, if necessary)

\* Status: 1 - Purchaser (through Sale deed) 2 - Donee (through Gift deed) 3 - Releasee (from Co-lessee)  
4 - Holder of Court order / Decree 5 - Legatee 6 - Others (please specify the relationship)

Passport size Photograph of the Applicant 1 duly attested	Passport size Photograph of the Applicant 2 duly attested	Passport size Photograph of the Applicant 3 duly attested	Passport size Photograph of the Applicant 4 duly attested	Passport size Photograph of the Applicant 5 duly attested
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**4b. Address for Communication:**

Name	
House Number / Street Name	
Locality	
City	
Pin code	
Telephone number	
E-mail	

**5. Name of Lessee as per Lease Deed / Ownership Letter / Substitution / Mutation**

Sno.	Name of Lessee
1.	
2.	
3.	
4.	
5.	

(Attach separate sheet, if necessary)



Day Month Year

6. Date of Ownership / Substitution / Mutation letter  
(Attach copy of Ownership / Substitution / Mutation letter)

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7. Whether permission for Sale / Gift obtained? (Yes - Code Y, No - Code N) ☐

8. If Item-7 is yes, the number and date of Sale/Gift permission letter: \_\_\_\_\_

9. Whether the Sale deed / Gift deed / Decree registered?  
(Yes - Code Y, No - Code N) ☐

10. If Item-9 is yes, the registration particulars of the Sale deed / Gift deed / Decree:

Registration number	
Volume number	
Book number	
Page from	
Page to	
Date (dd/mm/yyyy)	

11. Whether the indemnity bond duly attested by I Class Magistrate has been furnished?  
(Yes - Code Y, No - Code N, Not Applicable - NA) ☐

12. Whether the Will has been probated?  
(Yes - Code Y, No - Code N) ☐

13. If Item-12 is yes, details of plaints and orders: (Attach certified copy)

Probate application number	Date of order	Name of Court

14. If there is no valid will, whether other legal heirs have relinquished their right in the property? (Yes - Code Y, No - Code N, Not Applicable - NA) ☐

15. Registration particulars of the Relinquishment Deed

Registration number	
Volume number	
Book number	
Page from	
Page to	
Date (dd/mm/yyyy)	

16. Whether certified copy of the Sale / Gift / Court Decree furnished or not?  
(Yes - Code Y, No - Code N, Not Applicable - NA) ☐

17. Whether affidavits of Donee duly attested by I Class magistrate furnished or not?  
(Yes - Code Y, No - Code N, Not Applicable - NA) ☐

18. i) Whether the lease was Determined / Cancelled / Property re-entered?  
(Determined - Code 1, Cancelled - Code 2, Re-entered - Code 3, Not applicable - NA) ☐

ii) If re-entered, whether the re-entry is withdrawn (Yes-Code Y, No-Code N) ☐



19. Whether there is any dispute pending in a Court of Law, regarding the title of the property? (Yes – Code Y, No – Code N, Not Applicable - NA)
20. i) Whether property stands Mortgaged?   
(Yes – Code Y, No – Code N)
- ii) If yes, whether No objection Certificate (NoC) from the mortgagee is enclosed?   
(Yes – Code Y, No – Code N)
21. If the building is constructed by the lessee, what is the evidence available to prove the completion of building? (Completion certificate – Code 1, D form – Code 2, Any other evidence – Code 3, Not applicable – 4)
22. Whether affidavit regarding unauthorised construction is enclosed?   
(Yes – Code Y, No – Code N, Not Applicable - NA)
23. Area of the Plot / Property as per lease deed     Sq. yds
24. Area of the Plot / Property as shown in the Sale Deed / Gift Deed / Decree     Sq. yds
25. Total built-up area     Sq. yds
26. Area being used for non-residential use     Sq. yds
27. i) Whether any Misuse Charges were earlier demanded and not paid by the lessee? (Yes – Code Y, No – Code N, Not Applicable - NA)
- ii) If yes, indicate the amount Rs.
28. i) Whether any financial damages for unauthorised construction were earlier claimed and not paid the Lessee? (Yes – Code Y, No – Code N, Not Applicable - NA)
- ii) If yes, indicate the amount Rs.

#### DECLARATION

I / We solemnly declare that the information furnished in this application is true and correct to the best of my / our knowledge and belief. I / We also understand that the Mutation, I / We may obtain through this application is liable to be withdrawn and cancelled at any stage if it is established that the information I / We furnished in this application is either wholly or partly false.

Place:

Signature of the Applicant (s)

Date:

- 1.
- 2.
- 3.
- 4.
- 5.

Documents to be attached:

1. Attested copies of the registered lease deed / conveyance deed and the last substitution / mutation letter;
2. Attested copies of recent passport size photographs of the applicant(s) along with date;
3. Certified copy of the Sale Deed / Gift Deed / Family Settlement;
4. Copy of the Sale Permission / Gift Permission letter;
5. Attested copy of General Power of Attorney (GPA) and Agreement to sell, if Sale Deed is executed by GPA; and
6. Certified copy of the plaint / suit for partition / declaration and the order, if mutation is sought on the basis of Court order.