

**TRANSFER OF LEASE RIGHTS ON THE BASIS OF REGISTERED DEED OF TRANSFER BY WAY OF SALE/GIFT/ EXCHANGE/FAMILY TRANSFER DEED**

**CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED AT COUNTER FOR TRANSFER OF OWNERSHIP OF LEASE RIGHTS ON THE BASIS OF REGISTERED DEED OF TRANSFER BY WAY OF SALE/GIFT/ EXCHANGE/FAMILY TRANSFER DEED**

S. No.	Documents/Contents
1.	Application for Transfer of Lease Rights signed by the applicant (s) – Annexure-1
2.	<b>Certified copy</b> of Lease Rights Transfer Deed by way of Sale/Gift/Family Transfer/Exchange Deed, executed/registered in the office of the Sub-Registrar, U.T., Chandigarh.
3.	Indemnity bond of beneficiary(ies)/ applicant(s) duly witnessed by two Witnesses and attested by the Notary Public or Executive Magistrate- Annexure-2
4.	In case of Lease Rights Transfer Deed by way of Sale Deed/Gift Deed/Transfer Deed/Exchange Deed is executed in favour of transferee(s) through GPA/ SPA/Sub GPA:- <b>a)</b> Attach certified copy of GPA/SPA/Sub GPA, duly attested by the Notary Public. <b>b)</b> An Affidavit of GPA holder (Annexure-11).

NOTE: If any document is prepared/executed outside INDIA, such document needs to be submitted after getting the same EMBOSSSED from the O/o Finance Department, Chandigarh Administration, Chandigarh Administration.

**TRANSFER ON THE BASIS OF SALE/TRANSFER/GIFT/EXCHANGE  
DEED (LEASE RIGHTS) (AFTER NOC)**

To

The Estate Officer,  
U.T., Chandigarh.

Subject: Transfer of lease rights in respect of \_\_\_\_\_% Share of  
Plot/Site/Property No. \_\_\_\_\_, Sector/Phase \_\_\_\_\_,  
Chandigarh on the basis of Sale/Transfer/Gift/Exchange.

Sir/Madam,

The applicant has purchased/accepted the transfer of lease  
rights in respect of \_\_\_\_\_ Share in respect of House/SCO/Booth/indl.  
Site/Plot No. \_\_\_\_\_, Sector/Phase \_\_\_\_\_, Chandigarh,  
from its owner(s) namely Sh./Smt.  
\_\_\_\_\_ on the basis of Deed of  
Transfer of Lease Rights by way of Sale/ Transfer/Gift/Exchange Deed, duly  
registered in the office of the Sub Registrar, Chandigarh at Sr. No. \_\_\_\_\_,  
Book No.\_\_\_\_\_, Volume No.\_\_\_\_\_, Page No.\_\_\_\_\_, dated  
\_\_\_\_\_.

You are, therefore, requested to transfer the lease rights in the  
said property in my/our favour.

Thanking you

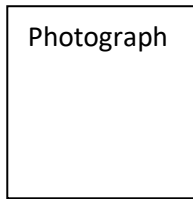
Dated: \_\_\_\_\_

Yours faithfully

(Signature) \_\_\_\_\_

Name & Address:

\_\_\_\_\_  
\_\_\_\_\_



### INDEMNITY BOND(S)

(On Stamp Paper worth Rs. 15/-)

This Indemnity Bond is made at \_\_\_\_\_ on this day of \_\_\_\_\_ by Sh./Ms. \_\_\_\_\_ Son/daughter/wife of \_\_\_\_\_ resident of \_\_\_\_\_ hereinafter called as the Executant (s).

Whereas the above said executant(s) has/have purchased/accepted transfer of lease rights by way of Sale/Transfer/Gift/Exchange Deed in respect of \_\_\_\_\_ Site/Plot/Property No. \_\_\_\_\_ Sector \_\_\_\_\_, Chandigarh, to the extent of \_\_\_\_\_ Share from Sh. \_\_\_\_\_ through Sale/Gift /Transfer/Exchange, which is duly registered with Sub-Registrar, U.T, Chandigarh at Sr. No. \_\_\_\_\_, Book No. \_\_\_\_\_, Volume No. \_\_\_\_\_ Page No. \_\_\_\_\_ dated . \_\_\_\_\_. The Executant(s) of this Indemnity Bond hereby applying for the transfer of lease rights of the property.

And whereas the Executant(s) is/are desirous of getting the above property transferred in his/her/their name on the basis of Sale/Gift/Transfer/Exchange Deed and the Estate Officer, U.T, Chandigarh has asked the Executant(s) to indemnify them by way of this Indemnity Bond.

And whereas the Executant(s) shall be personally liable for settling all the court cases and dues so levied by the Chandigarh Administration for settling the past liabilities.

And whereas the Executant(s) shall obtain the statutory completion/occupation certificate, if not obtained earlier by the previous owner and remove the building violations/misuse, if any.

And whereas the Executant(s) will execute the Redemption Deed of loan if not executed earlier, wherever applicable.

Now this Indemnity Bond witnessed as under:-

1. That Executant(s) shall remain liable to indemnify the Estate Officer, U.T., Chandigarh and/or its employees for all such losses, damages and claims on account of transfer of this property.
2. That in case the Estate Officer, U.T., Chandigarh or any of its employees would suffer any loss on account of transfer of said \_\_\_\_\_% share, then the executant(s) and he/she/they shall be liable to make good the loss which may be sustained by the

Estate Officer or its Employees on account of this transfer. The Executant(s) shall remain liable to indemnify the Estate Officer, U.T, Chandigarh and or its employees for all such losses, damages and claims.

3. That if any person will make any claim regarding said property, then the litigation of the same shall be defended by the Executant(s) and the loss suffered by the Estate Officer shall also be made good by the Executant (s) and his/her/their properties.
4. That the said property is free from all sorts of encumbrances and it is not charged, mortgaged or alienated in any manner and no underhand sale is involved in respect of the said property.

In witness whereof the executants(s) has/have set her/her/their hands, on this Indemnity Bond in the presence of the following witnesses. This indemnity Bond is signed at

\_\_\_\_\_

Witness No. 1  
Signature  
(Name & Address)

Witness No. 2  
Signature  
(Name & Address)

Executant(s)

**AFFIDAVIT**

(On stamp paper worth Rs. 15/- and duly attested by Notary)

I/We, \_\_\_\_\_, s/o S/Sh. \_\_\_\_\_ r/o \_\_\_\_\_, Sector \_\_\_\_, Chandigarh, do hereby affirm and declare as under :-

1. That I/We are GPA/SPA of S/Sh. \_\_\_\_\_ S/o \_\_\_\_\_ in respect of \_\_\_\_\_% share of \_\_\_\_\_, Sector \_\_\_\_\_, Chandigarh and the said GPA was duly executed/Registered at Sr. No. \_\_\_\_\_ dated \_\_\_\_\_.
2. That the executants(s) of the GPA/SPA is/are still alive and the GPA/SPA executed by him/her/them has not been revoked/cancelled till date and it is still valid and operative.
3. That there is no under hand sale involved **between** the lessee(s)/owner(s)/executants(s) of GPA/SPA and the GPA/SPA holder(s)/deponent(s). The GPA/SPA has not been executed to circumvent the provisions of Indian Stamp Act 1899.

**DEPONENT**

**VERIFICATION :**

It is certified that the information provided is true and correct to the best of my knowledge and nothing has been concealed therein.

**DEPONENT**