

**CHECK LIST OF DOCUMENTS FOR CONVERSION OF PLOT FROM
LEASE HOLD TO FREE HOLD**

Sr. No.	Document/Content	Attached	Not Attached	Page No.
1.	Application form duly filled and signed by the lessee(s)/applicant(s).	Yes	No	
2.	Self attested photo identity proof of the lessee(s)/applicant(s) i.e.. Aadhar Card and Pan Card or Passport.	Yes	No	
3.	Self attested copy of Lease Deed.	Yes	No	
4.	Affidavit of the Applicant/Lessee (as per specimen).	Yes	No	
5.	Self Attested copy of No Due Certificate regarding payment of full price of plot and up to date Ground Rent.	Yes	No	
6.	Self attested copy of Occupation/Completion Certificate.	Yes	No	
7.	Clearance of previous loan, if any, taken from any bank/ financial institution or any Govt./Semi Govt. body (Original/ Attested).	Yes	No	
8.	Redemption Deed of loan taken from Estate Office, U.T., Chandigarh under any loan scheme(attested by Notary Public).	Yes	No	
9.	Two extra photographs of the lessee(s)/applicant(s).	Yes	No	
10.	Demand Draft/Pay Order of conversion fees/charges in favour of Estate Officer, U.T., Chandigarh, payable at Chandigarh.	Yes	No	

Note: - 1. Any document executed abroad, should be embossed in India.

Signature of the applicant.

Name _____

Mobile No. _____

Date _____

SHORTCOMINGS IF ANY,

Sign. Of Scrutiny Assistant	Name	Dated

ACCEPTED

It is certified that all the documents are complete, as per above check list.		
Sign. Of Scrutiny Assistant	Name	Dated

Signature of In-charge _____ Name _____ dated _____