

**TRANSFER OF OWNERSHIP/LEASE RIGHTS ON THE BASIS OF  
INTESTATE DEATH**  
**CHECKLIST FOR DOCUMENTS TO BE UPLOADED/VERIFIED BEFORE  
SUBMISSION (In Original) AT COUNTER**

<b>S. No.</b>	<b>Document/Content</b>
<b>1.</b>	Application for Transfer of Ownership/Lease Rights duly signed by the applicant(s) – Annexure-1
<b>2.</b>	Liability affidavit of all the legal heir(s)/applicant(s) duly attested by the Notary Public – Annexure-2
<b>3.</b>	Indemnity bond of all the legal heir(s)/applicant(s) duly witnessed by two Witnesses and attested by the Notary Public- Annexure-3
<b>4.</b>	Self attested photo identity proof i.e., Aadhar Card/Passport/Voter ID Card/PAN Card of all the Legal Heirs/applicants.
<b>5.</b>	Death Certificate in Original of the deceased alongwith its translated copy in English language, if it is issued in other language.
<b>6.</b>	In case of death of any legal heir, his/her Death Certificate in original alongwith its translation in English language, if it is issued in other language.
<b>7.</b>	Clearance of previous loan/NOC for transfer, if any, taken from any bank/ Financial Institution or any Govt./Semi Govt. Body <b>(Original)- Annexure-14.</b>
<b>8.</b>	<ul style="list-style-type: none"> <li>• Self attested copy of Occupation Certificate/Sewerage Connection/Certificate of date of Permanent release of Electricity or Water Connection from the concerned authority with Release Date, if O.C. or S.C. not available in software.</li> <li>• <b>A certificate (in original)</b> issued by the Registered Architect on his/her letter head - Annexure-15.</li> </ul>
<b>10.</b>	In case Transfer of Ownership/Lease Rights is applied through GPA/SPA/Sub-GPA:- <ul style="list-style-type: none"> <li>• Attach certified copy of GPA/SPA/Sub-GPA.</li> <li>• <b>Affidavit of GPA holder- Annexure-11</b></li> </ul>

NOTE: I      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.

**Annexure- 1**

**TRANSFER ON THE BASIS OF INTESTATE DEATH**

To

The Estate Officer,  
U.T., Chandigarh.

Subject: Transfer of \_\_\_\_\_% Share of Plot/Site/Property No. \_\_\_\_\_, Sector/Phase \_\_\_\_\_, Chandigarh on the basis of Intestate Death.

Sir/Madam,

It is intimated that Sh./Smt. \_\_\_\_\_ Son/Wife of \_\_\_\_\_ was the sole, absolute and undisputed owner of lease/free hold House/SCF/Booth/Indl. Site No. \_\_\_\_\_, Sector/Phase \_\_\_\_\_, Chandigarh. He/She died on \_\_\_\_\_ intestate. He/She never executed any Will during his/her lifetime and the above said property is to be transferred in the name of all the left out legal heirs of the deceased. I/We have enclosed all the required documents as per the check list.

It is, therefore, requested that the above captioned property may be transferred in my/our favour.

We are the following legal (heir) of the aforesaid discussed.

	<b>Name of Legal Heir(s)</b>		<b>Relationship with deceased (Mother/Wife/Husband/Son (s)&amp; Daughter(s))</b>	<b>Latest Address.</b>

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

(Signature) \_\_\_\_\_  
Name & Address:

\_\_\_\_\_

**LIABILITY AFFIDAVIT**

I/We \_\_\_\_\_ Son/ Wife/Daughter of  
\_\_\_\_\_ R/o \_\_\_\_\_ do  
hereby solemnly affirm and declare as under:-

1. That Sh./Smt. \_\_\_\_\_ is owner of Site/plot/Property No. \_\_\_\_\_ Sector \_\_\_\_\_ at Chandigarh to the extent of \_\_\_\_\_% Share, vide allotment letter No. \_\_\_\_\_ dated \_\_\_\_\_
2. That Sh./Smt. \_\_\_\_\_ expired on \_\_\_\_\_ leaving behind the following legal heirs:-

Sr. No.	Name of Legal Heir(s)	Age	Relation with deceased (Mother/Wife/Husband/Son(s)/ Daughter(s))	Latest Address

3. That the name of all the legal heirs of the deceased have been mentioned above and no other legal heir(s) have been left out and their address(es) indicated above are also true and correct.
4. That the said deceased had not executed a WILL in respect of above said property.
5. That I hereby undertake to pay all sums due in connection with the above said property mentioned above and to abide by the provisions of the capital of Punjab (Development and Regulation) Act, 1952 and rules framed there-under. I shall also abide by the conditions mentioned in the allotment letter as well.
6. That the building is complete upto \_\_\_\_\_ Storey. The Occupation Certificate has been/not been obtained and there is no building violations.
7. That the mother of the deceased is \_\_\_\_\_(Alive/Pre-Deceased/Deceased).
8. That there is no litigation pending in any court of law regarding this property.
9. That no fragmentation shall be made in the site.
10. That the property is free from all sorts of encumbrances i.e. Sale/Transfer/Gift/Mortgage/ Lien/ Charge of Bank(s) /Financial Institutions.
11. My /our Specimen signatures are as under:-

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

Place: Chandigarh

Deponent(s)

Dated

Verification

I/We, the above named deponent do hereby verify that the application/affidavit is correct to the best of my/our knowledge and belief and nothing has been concealed therein. In case of any concealment of misrepresentation in the above said affidavit is found at any stage then legal action may be taken against me/us under Section 182 IPC, Section 415 read with and 420, as the case may be.

Place: Chandigarh

Deponent(s)

Dated

Photograph(s)

**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) of this Indemnity Bond has/have applied for transfer of ownership of \_\_\_% share in respect of \_\_\_\_\_ No.\_\_\_\_, Sector\_\_\_\_, Chandigarh. (File No. \_\_\_\_\_) on the basis of Intestate Death of \_\_\_\_\_(Name of deceased owner/lessee)

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 violation/misuse, if any.

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

Now this Indemnity Bond witnessed as under:

1. That 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 on account of transfer of this property.
2. That if any person or any legal heirs will make any claim regarding said property/agitate this transfer in any Court of Law, 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.

3. 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 his/her/their hands, on this 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**

**On the letter head of Financial Institution**

**No Objection Certificate**

The loan against the property bearing No. \_\_\_\_\_, Sector \_\_\_\_\_, Chandigarh owned by S/Sh. \_\_\_\_\_ has been cleared and nothing is outstanding against them.

We don't have any objection if the above said property is being sold/transferred by S/Sh. \_\_\_\_\_.

**(Authorised signatory)**

Office Seal



**On the letter head of Architect (Registered)**

**TO WHOMSOEVER IT MAY CONCERN**

It is certified that the \_\_\_\_\_ has been constructed as per Sanctioned Building Plan and there is no violation in the building so constructed.

**(Authorised signatory)**  
Office Seal