

Regular Transfer

Service	Timeline	Charges	Delivery
Regular Transfer	5-10 working days	Rs. 120,000 for 1000 Sq Yds (2 Kanal Res) Rs. 50,000 for 500 Sq Yds (1 Kanal Res) Rs. 27,000 for 250 Sq Yds (10 Marlas Res) Rs. 20,000 for 200 Sq Yds (8 Marlas Res) Rs. 15,000 for 125 Sq Yds (5 Marlas Res) Rs.200,000 for 200 Sq Yds (8 Marlas Com) Rs.100,000 for 100 Sq Yds (4 Marlas Com)	Transfer Branch

Documents Required

1. Tfr Documents Set is available at DHA Reception/Customer Services Centre.
2. Original Allocation/Intimation/Allotment/Transfer Letter(s) at the time of transfer.
3. Copy of NIC of Seller, Purchaser and his NOK (duly attested).
4. Membership Fee of new owner.
5. Membership Form of the new owner.
6. 2x Passport size photographs (Coloured) of new owner (duly attested).
7. Transfer Fee. (According to the Size).
8. Cantt Board Taxes (if applicable).
9. Original Sale Deed along with affidavits of Seller and Purchaser.
10. Capital Value Tax (CVT) & Stamp Duty undertaking on Stamp Paper of Rs. 50/from purchaser.
11. IT - 5 Form.
12. All Taxes Payment receipt (if applicable).

Procedure

1. Seller will get NDC from Finance Branch.
2. Seller will get transfer documents set from Transfer Branch including: -
 - a. Application Form
 - b. Membership form for Purchaser
 - c. Specimen of all affidavits which will be made on stamp paper of Rs. 100 each.
 - d. Payment voucher for payment of Transfer Fee and Membership Fee of the purchaser.
3. After completion, documents will be submitted by the seller / member to the Legal officer at Transfer branch alongwith the following: -
 - a. NDC
 - b. Bank receipts of all payments.
 - c. Copy of NICs of Seller, Purchaser and his NOK.
 - d. 2 x recent photographs of purchaser.

e. Tax receipts

4. Legal office will check the documents for correction and completion and will give a date for the transfer.
5. In case of any shortcomings in the documents, Legal Office will endorse his / her observation on the documents and hand over the same to transfer officer.
6. On the day of transfer, both Seller and Purchaser, alongwith concerned Property Dealer will come in person to the transfer branch.
7. Original NICs will be checked.
8. Seller and Purchaser will sign Transfer Register and stamp their thumb impression.
9. Seller and Purchaser, while doing so, will be photographed alongwith their property dealer. This Photo will be made part of the record/ file.
10. Seller will surrender his original Allocation Letter to the transfer officer, which will be cancelled.
11. Transfer Receipt will be given to the Seller, who will hand over the same to purchaser after receiving his payment.
12. Within 30 days, the new owner will apply for his Allocation Letter to the transfer branch.
13. Transfer branch will give a date for collection of Allocation Letter.
14. On the given date, new owner will come in person, hand over the transfer receipt and collect his Allocation Letter.

Note

1. Urgent Transfer can be done after paying Urgent Transfer Fee with the approval of Director Transfer & Record on Stamp Paper of Rs. 50/-
2. Urgent Transfer Fee is Rs. 35000/- in addition to the normal transfer fee.

