

KARACHI DEVELOPMENT AUTHORITY DIRECTORATE OF LAND MANAGEMENT

5

APPLICATION FORM

DIARY	NO.	53
DATE		

Execution of Lease Deed

Category/Plot No./Quarter No./Block/Sector	
Scheme/Township	
Nature of Plot	
Size of Plot/Quarter	
Name of Owner	

KARACHI DEVELOPMENT AUTHORITY

Directorate of Land Management

APPLICATION FORM-5

Execution of Lease Deed

Category/Plot No./Quarter/Block/Sector,	
Scheme/Township	
Nature of Plot Residential/Commercial/Industrial/Flat Site	
Size of Plot	
Name of Owner	



FORM No.5/

451

2017



			ECEIPT/ACKNOWLEDGEMENT.
Receive	d Applicati	ion alongwith the relevant	nclosures mentioned in the form vide Diary No.
Date	Month	Year	Signature of Officer Receiving the Application Official Seal
Name o	f the applic	cant	Signature

(This box should be filled in by the applicant)

Instructions & General Notes

- 1 The application should be preferably typed.
- 2 The applicant should submit this form in original, duly completed in all respect and duly signed.
- 3 Forms having cuttings, erasings or incomplete can be rejected and shall not be accepted at counter.
- 4 The covering application at page I, and other forms/pages, should be read carefully, so that complete information and the enclosures to be attached should not be omitted.
- 5 All the enclosures should be properly attached/tagged and Page numbered neatly.
- 6 It should be ensured that the matter specified in the various specimen attached with this form, should be used without any modification, unless so advised by the competent authority.
- Photo copies of documents should be attested by Notary Public. Affidavits if any can be got attested by an Oath Commissioner. Attestation may also be got done from a First Class Magistrate or a Gazetted Officer not below Grade - 17.
- 8 The original documents of title and paid copies of original challans must be presented for verification at the time of submitting applications as well as when demanded.
- 9 Please call on 15th day of submission of application, if nothing is heard during this period.
- 10 Frequent visits to the office may be avoided.
- 11 Please notify if there is any change in your address, failing which the notices/letters sent on the available addresses shall be deemed to have been served.
- 12 To know the progress of the case or to collect documents/orders please contact the counter in person alongwith original documents of title or depute an authorised person for the same. Such person should be holder of an authority letter or Power of Attorney.
- 13 The KDA does not take the responsibility for processing and finalizing the cases based on forged documents presented to it, unless notice is given well in time.
- 14 The Authority reserves the right to cancel/with-draw any document obtained through mis-representation, concealment of facts, unfair means or by presenting forged documents.

مدایات اور نوٹ

اله درخواست ٹائپ شده ہوتو بہتر ہوگا۔

۲۔ درخواست و ہندگان اصل فارم ہرطرح مکمل کر کے دینتی کے بعد جمع کرا تھی۔

س۔فارم میں تضیالت کی ہوئی ہٹی ہوئی یا ناکمل ہونے کی صورت میں فارم مستر دکر دیا جائے گا اور کا ونٹر پر قابل نہ ہوگا۔

رہے۔ ہم صغیر(۱) پر درج درخواست اور دیگر فارم/صفحات کوغورے پڑ مہ لیس تا کیکمل تفصیلات اور مطلوبہ کاغذات مسلک کرنے ہے ندر د جائمی۔

۵۔تمام کاغذات کے مناسب طور پر نسلک کر کے صفحہ نمبر صاف ککھیں۔

۲-اس فارم کے ہمراہ مختلف نمونوں میں درج عبارت کو بغیر کسی تبدیلی کے تکھیں۔ جب تک کوئی افسر مجاز اس میں ترمیم نذکرے۔

2- تمام کا غذات کی فو ٹو کا پی پرنوٹری پیلک کی تصدیق اوران کی مہرشت کرا نالازم ہے۔ طف ناموں کی صورت میں اوتھ کمشزے تصدیق کرائیں۔ مجسٹریٹ درجداول یا گریٹیڈ آفیسر (گریڈ کا اے کم فہمن) بھی نصدیق کر کتے ہیں۔

۸۔ درخواست جمع کراتے وقت اور جب بھی طلب کیا جائے ،ملکیت کی اصل دستاویزات اوراصل چالان کی اوا شدہ فقلین انصد لق کے لئے چش کی جائمیں۔

- 9۔ اگر کوئی اطلاع موصول نہ ہوتو ورخواست جمع کرانے کے ۱۵ اویں دن دفتر ہے رجوع سیجئے۔
 - ا- دفتر من باربارا نے سے احراز کیجئے۔
- اا۔ آپ کے پتے میں کوئی تبدیلی ہوتواطلاع دیجئے۔ ورینہ موجود پتے پر بیسیج گئے نوٹس/خطوط کوتصور کیا جائے گا کہ آپ کوموصول ہو گئے ہیں۔
- ، ۱۲۔ درخواست سے متعلق معلومات کے لئے دستاہ برنات/آ رڈ روسول کرنے کے لئے کاؤنٹر پر بذات خود رچوع سیجئے۔ادرملکیت کی اصل دستاہ برنات ہمراہ لائیے یااس کے لئے کئی شخص کوئٹار بنائیے۔اس کے پاس افتیار کاخط یافٹار نامہ ہونا جائے۔
- ۱۳ کے۔ ڈی۔ اے ، ذمد دارٹیس ہے کہ اس کو پیش کے گئے جعلی دستاویز ات کی بنا پر معاملہ کی تحقیق جانجی پڑتال کمل کر اے ، جب تک کہ نوش قبل از وقت نددیا جائے۔

۱۳ کے۔ ڈی۔ اے ، بین محفوظ رکھتی ہے کہ غلط بیانی ، حقائق چھپا کر، نا جائز ذرائع یا جعلی وستاویز اے چیش کر کے حاصل کر دور ستاویز اے کومنسوخ کر دے یا والیس طلب کرے۔

KARACHI DEVELOPMENT AUTHORITY **Directorate of Land Management APPLICATION FORM-5**



VALIDITY FOR 60 DAYS

FORM COST: for Residential Plots Rs. 1500/ for Com / Ind / Amenity Plots Rs. 2500/ Payable at Cash Branch Rs. 500/-

Bal. for Res Rs. 1000/-Bal. for others Rs. 2000/-(Payable with Transaction Fee)

Date of Issue

Execution of Lease Deed





Signature of Issuing Authority

I/we, the undersigned, herewith submit the following documents and request that the lease of the above plot/quarter may be executed in my/our favour of person /s as mentioned at page 3. Any other document /information that my be required by your office shall be submitted on

			Signature		
ull Name		Address			
Computerized Identity Card Number		È-mail Address:			
	-	L-mail Address.	STATUS		
The Assistant Director		cheme/Township KDA Karachi.	Allottee	Transferee	Attorney
ist of Documents attached: (duly pa	ge numbered)		For O	ffice use o	nly
Complete Set of Lease from duly	y filled in and two copies	stamped with	Yes		No
special adhessive Stamps from	the stamp Office according	ng to value of plot/quarter			1
Two copies (Blue Prints) of site p with each copy of lease from at from stamp office.	plan of the plot(one copy appropriate space before	be attached getting them stamped			
3. Attested Photo copy of C.N.I.C.	National identity Cards of	Owner / Attorney (if any)			10000000
4. Attested Photo copy of of Power	of Attorney, if any				11/55/50
5. Proof of construction i.e.			- ALANSE		10000
a) Completion Certificate of	Building Control Authority	<i>y</i> .			
or					9.02
b) Paid copy of oldest chall	an of Property Tax i.e PT-	10/PT-1			
6. Photo copies of all paid challans	(Give No. Of Challans_		Meso et al.		4000
7. Attested Photo Copy of Allotmen	nt Order alongwith *origina	al			The state of the s
Attested Photo copy of Possessi	ion Order, alongwith *orig	inal			881872
Attested Photo copy of Aknowled	dgement of Possession a	longwith *original			
0. Attested Photo copy of Site Plan	alongwith *original				
Attested Photo copy of transfer of	orders alongwith *original				WEST CO.
*(The originals will be returned a	fter scrutiny)				MORRE A
2. Photograph of owner / applicant	(4 No. Each)		10000000		11.000
3. Mobile No.					ETTES S

KARACHI DEVELOPMENT AUTHORITY

Directorate of Land Management

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SUOPHEN

FORM No.5/

2017

APPLICATION FORM-5 Execution of Lease Dee	d			45.	i
Category/Piot No./Quarter No./Block/Sector Scheme/Township Nature of Piot Residential/Commercial/Industrial/Flat Site		Allotment Or	der No. & Date		
		Possession			
		Date of Phys			
		No. & dt of is			
Size of Plot		Whether con			
Name of Owner		If constructe	d, date of completion.		
	Y Y	Details	of Owner		
Name of person in whose name Lease Deed is to be executed	Father's /Husbar	nd Name	Full Address	Age	Status
			N		
Oles Transport					
	-				
			2		
		Through A	attorney (if any)		A.
SPE	CIMEN SIG	NATURE	S OF OWNER / APPLICA	NT	
Name			Name		
INIC No.	-	Signature	CNIC No.	-	Signature
Name		Signature	Name CNIC No.		Signature
		orginature .	ONO NO.		orginature
Name			Name		
CNIC No.		Signature	- CNIC No.		Signature

S.No.	Challan No.	Printed Ch./Rpt/No.	Date of Payment	Occupancy Value	Ground Rent	Late payment / Surcharge	NUF	Other Charges	Total Amount Pai
1	2	3	4	5	6	7	8	9	10
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3. —	-								
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9. —		1010-00							
				ACH Interior					No. of Contract
						1			
Produce	/We certify th		mounts have	been paid agair	nst the plot a			Challans which	h shall be
Produce Dated_ he above or Rs ondition	e payments ha	ave been verified on account of the challan does	FO d from accoun he following do a not confer an	been paid again R OFFIC ts branch and it's ues has been pre y right/title over to	Se USE s other record epared subjective plot/quart	Signature of Ap ONLY & seems to be act to the "errors & er unless allotme	oplicant correct. Chall commissions ent/transfer/m	an No excepted" and outation order is	Dated subject to the valid:
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FOR OFFICE USE ONLY

(To be examined by AD / Incharge of the branch and signed in relevant Box)

Scrutiny of the papers filled alongwith application for the purpose of Execution of Lease and the relevant file/record, reveals that:-

6300		Yes	NoNdila
1.	Status of the applicant/owner is correct.	4年5000	THE RESERVE
2.	Details/particulars of plot have been correctly mentioned.		SAN DE LA COLOR DE
3.	Signatures of applicant on these papers are:-	STELL STELL	
	i) According to our record	1500 (550) (50)	
	ii) There is slight variation, but it may be due to passage of time		MH (S)
	iii) Totally different (see pagesof the file)		Maria Na
	iv) Signatures of applicant are not available on record, being a case of inheritance.	MUSIC DESIGNATION	
4.	Is this case involved in any:		
	a) Court case, if so give suit No.		- V/III
	b) Enquiry if any		
	c) Bengali Property		
5.	Is there any other dispute about this plot? Give brief description of the dispute.		
6.	Any other point which the office requires to consider, before finalization of the case:	Maria Control	Mark Street
7.	Is the request in accordance with the normal procedure?		
8.	Final recommendations, whether the proposed execution of Lease be allowed, if not, reasons thereof.		