

APPLICATION FOR OBTAINING MUTATION/TRANSEFER OF PROPERTY

To,
The Panchayat Secretary,
Gram panchayat, _____
_____ (M), _____ District

Sub:- Application for Obtaining Mutation / Transfer of Property Request – Reg

Applicant Particulars

1	Applicant's Surname	:	
2	Applicant's Name	:	
	Mobile Number	:	
3	Age	:	
4	Applicant's Father /Mother/ Spouse	:	
	Surname		
	Name		
5	Address	:	District: Mandal: GP:
		:	H. No.: Street No./Road:
			Area/Locality: PIN code:
6	Registration Detail		District : SRO
			Document Number Date of Registration
7	Documents Details		1) Regd Sale Deed 2) Partition Deed 3) Gift Deed 4) Will Deed 4) Settlement Deed
8	By Inheritance of Ancestral Property In Case of Death		Court Decree / Death Certificate /Succession Certificate / legal Heir Certificate
9	Transferee (Owner - Who Sells the Property/ Previous Owner) Details		Surname: Name: S/o, D/o, Spouse of AADHAR number: Mobile Number: e-mail ID:
10	Proposed Property for Mutation		House(Residential)/Building (Non Res)/Plot (Open place)
			H.No Sy.No or Plot No.
			Assessment No (if Existing)
	If new one or Plot Street		No./Road: Area/Locality: Any one of Neighbours H No. - -
	Total Plot Area(Sq. meters)		
	Total Plinth Area(Sq. meters), (if Existing Building)		
	Boundaries - Existing – as per Document at the time of Registration		EAST WEST NORTH SOUTH

	Boundaries - NEW if any change above, otherwise same will show		
11	Remarks - as there is no Fee for Mutation is prescribed, If Gram Panchayat resolves minimum fee for not exceeding below Mutation Fee @ 0.1% of the Document value where it is registered		
	Mutation Fee @ 0.1% of the Market Value where the Mutation Based on Will Deed / Succession Certificate / Legal Heir Certificate etc. (Submit latest market value certificate from the competent authority)		

Applicant Undertaking:

I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies if arises I will be held responsible. Hence I request you to Transfer the property in my name basing on the documentary evidences.

Date:

Applicant's Signature

List of Enclosures (Attested) for new trade license

1. ID Proof / Address Proof
2. Document of Transfer of Property for Items shown in SI No. (7) along with Link Document or (8) Title Deed Conforming the absolute Ownership of the Transferee (by Inheritance of Ancestral Property Details Death Certificate /Succession Certificate / legal Heir Certificates)
3. Latest Encumbrance Certificate (EC)
4. Property tax receipt up-to-date paid
5. Building Permission
6. Present market Value Certificate (if registration is more than 3 Months)

Office Use Only

I have verified the application and the enclosures and the application qualifies for further verification. Thereby it is requested to collect the processing fees of Rs. _____

Application Number as per Online

Panchayat Secretary