

AFFIDAVIT

(To be sworn by person in whose favour the conversion is sought on non-judicial stamp paper of Rs. 10/- duly attested by Notary Public with notarial stamp. Must be submitted separately in case of joint Allottee/Allottee/Co-lessee.)

IS/o,D/o,W/oShr/o do hereby solemnly affirm and declare under:-

1. That I am in physical possession of the property bearing no.....in Block no.....Pkt.....in.....being the lessee/sub-lessee/allottee or holding a valid Agreement to Sell datedexecuted in my favour.
2. That the aforesaid property is being used as per the use prescribed in the lease/sublease/letter of allotment and in case it is found by DDA or any other local authority, at any point of time, that the above referred property or any part thereof is being used in violation of the Master Plan/Zonal Development Plan. I shall forthwith, stop such use.
3. That upto date ground rent has been paid in respect of the above referred property. In case of any arrears of ground rent and/or interest thereon, I shall pay to Delhi Development Authority, immediately on demand, such amount as may be demanded.
4. That I shall pay, within such time such additional sum or sums towards premium of the above referred property, as may be decided upon by the lessor on account of compensation awarded by the Land Acquisition Collector being enhanced on reference orin appeal or both and the decision of the lessor in this behalf shall be final and binding on me (applicable only in case of plots other than those sold in auction).
5. That I shall pay to Delhi Development Authority, immediately on demand, such amount as may be demanded by it on account of maintenance/service charges and difference, if any, in conversion charge required by DDA before execution of conveyance deed.
6. That on my failure to pay any sum referred above, the conversion of lease hold rights into free hold rights in respect of the above referred property shall be deemed to be null and void and the lessor/Authority shall be entitled to recover the same as arrears of land revenue.
7. That the property referred above is free from lien/mortgage and any legal encumbrance and there is no unauthorized encroachment.
8. That the contents of the accompanying application for conversion from lease hold rights into free hold rights in respect of the above referred property are true and correct and the documents annexed thereto are genuine. The deponent herein shall be solely liable for consequences of filling the false affidavit/documents & DDA shall have all the rights to cancel the conveyance deed and to take action as per law.

DEPONENT

VERIFICATION

Verified at Delhi this.....day of2015 that the contents of the above affidavit are correct to my knowledge and belief. Nothing contained herein is untrue and nothing material is concealed there from.

DEPONENT

To be executed by the application on Non-judicial Stamp paper of Rs. 100/- and to be attested by Notary public/with notarial stamp/First Class Magistrate.(May be submitted jointly.)

INDEMNITY BOND

This Indemnity bond is executed on thisday of..... 200 by
Sh./Smt./Km S/o, W/o, D/o, Sh r/o.....
.....(hereinafter called the 'Executant' which term shall include his /her heir, successors,
executors, administrators and legal assigns in favour of President of India/Delhi Development
Authority (hereinafter called the 'lessor') which term shall include its heirs, successors,
executors administrators and legal assigns.

- WHEREAS the Executant is the lessee/sub-lessee/allottee in physical possession of the
Flat No..... in Block No. Pkt in
.....

OR

- WHEREAS the Executant is the duly constituted attorney of Sh/ Smt/Km S/o,
W/o, D/o Shin Block No..... Pkt..... in
.....and is competent to seek sale permission, execute the sale
deed and get it registered on behalf of the lessee/ sub-lessee/ allottee; and
- WHEREAS the executants have applied for conversion of lease hold rights into freehold
rights in respect of the above referred property; and
- WHEREAS the lessor, on the faith and representation made to it, has agreed to convert
leasehold rights in respect of the above referred property into freehold rights subject to
the Executant giving such indemnity, as is hereafter contained and keeping the lessor
harmless from any claim which anyone may, at any time, institute against the lessor in
respect of the above referred property.
- Now this deed witness that in consideration of the lessor agreeing to convert the
leasehold rights in respect of the above referred property into freehold rights, the
executants hereby covenants with the lessor that he will at all times indemnify and keep
harmless the said lessor from all claims and demands made and **all actions and
proceedings** taken against the said lessor by anyone in respect of the aforesaid
property or any part thereof , on any ground whatsoever.

In witness whereof the Executant Sh./Smt/Km.....S/o, W/o, D/o, Sh.....
..... has signed and delivered this bond on thisday of
20.....

Executant

Witnesses:-

1. Signature.....

2. Signature.....

Name & Address.....
I.D. No.....

Name & Address.....
I.D. No.....

(To be executed by the person in whose favour conversion is required on Non-judicial stamp Paper of Rs. 100/- and to be attested by Notary public with Notarial Stamps /First Class Magistrate/No need in case of allottee/Leasee/Co-lessee.Only for purchaser/agreement to sell and G.P.A (May be submitted jointly.)

INDEMNITY BOND

This indemnity bond is executed on thisday of200.....by Sh/Smt./km.....S/o,W/o, D/o Sh.....r/o.....(hereinafter called the 'Executant' which term shall include his/her heirs, successors, executors, administrators and legal assigns in favour of President of India/Delhi Development Authority (hereinafter called the 'lessor' term shall Include its heirs, successors, Executors administrators and legal assigns.

WHEREAS the Executant is in physical possession of flat No..... in Block No.....Pkt.....in Under a valid agreement to sell dt executed in his/her favour

NOW WHEREASE the lessor, on the faith and representation made to it , has agreed to Leasehold rights in respect of the above referred rights subject to the Executant giving such indemnity, as is hereinafter contained, and keep the lessor harmless from any claim which anyone may, at any time, institute against the lessor in respect of the above referred property.

NOW THIS DEED WITNESSES that in consideration of the lessor agreeing to convert The leasehold rights in respect of the above referred property into freehold rights the executants hereby covenants with the lessor that he will at all times indemnify and keep harmless the said lessor from all claims and demands made and all action and proceedings taken against the said lessor by anyone in respect of the aforesaid property of any part thereof, on any group whatsoever.

In witness whereof the Executant Sh./Smt./Km..... S/o, W/o,D/o of Sh.....has signed and delivered this bond on this day of20 .

Executant

Witnesses:

2. Signature.....

1. Signature.....

Name & Address.....

I.D. No.....

Name & Address.....

I.D. No.....

SPECIMEN SIGNATURE AND PASSPORT SIZE PHOTOGRAPHS OF THE PERSON IN
WHOSE FAVOUR CONVERSION SOUGHT DULY ATTESTED BY NOTARY/FIRST CLASS
MAGISTRATE

Name..... S/o, W/o
Application No. Property No
.....Colony

1.

(Specimen Signature)

Attestation

2.

(Specimen Signature)

Attestation

3.

(Specimen Signature)

Attestation

Affix Attested
Passpot Size
Photograph

Note: if the applicant is allottee/ sub lessee/lessee, then his/her photographs and in case of applicant being an attorney, the photographs of person named in Column 1(d) of the application form are required to be submitted as above. The attestation must have complete details of attesting officer i.e., Name, Designation and address of attesting officer.

DETAILS OF PAYMENT OF GROUND RENT

Sl. No.	Challan No.	Date of Deposit	Amount	From To

(Attested true copies of the proofs of above payments to be enclosed)

ALLOTTEES CASE

**ACKNOWLEDGEMENT
(DELHI DEVELOPMENT AUTHORITY)**

Application No. _____

Received Application from Shri/Smt./Km..... R/o
.....for conversion of
leasehold rights into freehold rights in respect of residential Property
... alongwith documents as under:-

- (a) Affidavit from the allottee/mutatee duly attested by by Notary Public/1st Class Magistrate (as per Annexure "C" of the Booklet)
- (b)** Indemnity Bond from the allottee/mutatee duly attested by Notary Public/1st Class Magistrate (as per **Annexure "D"**) or Indemnity Bond from GPA/ Agreement to Sell holder (as per **Annexure "E"**)
- (c) Proof of Physical Possession of the person in whose name the conversion is sought viz., copy of anyone of the following:-
 - Passport/Voter I-D Card/Elect. Bill/Water Bill/House Tax receipt/Ration Card etc., duly attested by the Notary Public/Gazetted Officer.
- (d) Copy of Demand-cum-Allotment Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.
- (e) Copy of Possession Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer. In cases where lease deed has been executed and registered, copies of demand cum allotment letter, possession letter and NOC for water and electric connection are not required.
- (f) One passport size photograph and 3 attested specimen signatures of the person in whose favour the Conversion is sought, duly attested by the Notary Public/Gazetted Officer (As per Annexure "F").
- (g) NOC from the mortgagee (in case the flat is mortgaged) duly attested by the Notary Public/Gazetted Officer.
- (h) In the cases of allotment on Hire Purchase basis, copy of the No Dues Certificate, or copies of all the challans vide which the payment of premia, initial deposit & monthly installments etc. had been made by the allottee/applicant.
- (i) In case of mutatee, the copy of mutation letter issued by the DDA duly attested by the Notary Public/Gazetted Officer.
- (j) Details of ground rent (as per **Annexure "G"**).

ACKNOWLEDGEMENT
(DELHI DEVELOPMENT AUTHORITY)

Application No. _____

Received Application from Shri/Smt./Km..... R/o
.....for conversion of
leasehold rights into freehold rights in respect of residential Property
... alongwith documents as under:-

- (a) Affidavit from Agreement to Sell (ATS) holder, duly attested by by Notary Public/1st Class Magistrate (as per **Annexure "C"** of the Booklet)
- (b)** Indemnity Bond from the allottee/mutate duly attested by Notary Public/1st Class Magistrate (as per **Annexure "D"**) or Indemnity Bond from GPA/ Agreement to Sell holder (as per **Annexure "E"**)
- (c) Copies of complete chain of Power of Attorneys alongwith Sale Agreements, duly attested by Notary Public/Gazetted Officer.
- (d) Proof of Physical Possession of the person in whose name the conversion is being sought viz., anyone of the following:-
 - Passport/Voter I-D Card/Elect. Bill/Water Bill/House Tax receipt/Ration Card etc., duly attested by the Notary Public/Gazetted Officer.
- (e) Copy of Demand-cum-Allotment Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer.
- (k) Copy of Possession Letter issued by the DDA, duly attested by the Notary Public/Gazetted Officer. In cases where lease deed has been executed and registered, copies of demand cum allotment letter, possession letter and NOC for water and electric connection are not required.
- (h) One passport size photograph and 3 attested specimen signatures of the person in whose favour the Conversion is sought, duly attested by the Notary Public/Gazetted Officer (As per **Annexure "F"**).
- (i) NOC from the mortgagee (in case the flat is mortgaged) duly attested by the Notary Public/Gazetted Officer.
- (j) In the cases of allotment on Hire Purchase basis, copy of the No Dues Certificate from Housing Accounts, DDA, or copies of all the challans vide which the payment of premia, initial deposit & monthly installments etc. had been made by the allottee/applicant.
- (k) Details of ground rent (as per **Annexure "G"**).

Form C -2 (ATTORNEY CASES)
APPLICATION FORM FOR CONVERSION INTO
FREEHOLD OF FLATS ALLOTTED BY
DELHI DEVELOPMENT AUTHORITY

APPLICATION : F:

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, NEAR INA MARKET, NEW DELHI-110 023

Photo of the
Attorney/
(Applicant)

1. (a) Name of the

first

Allottee/Lessee

Father/Husband's Name:

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(b) Name of the Second/Joint Allottee (if applicable):

Father/Husband's Name:

(c) Name of the Attorney:

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(d) Name of the person in whose favour the conversion is being
sought: Permanent Address:

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PIN

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Correspondence Address:

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PIN

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2. File No.

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Flat No

Category

Floor

Sector

Block

Pocket

3. Details of Flat allotted by
DDA Name of the Colony

YES	NO
YES	NO
YES	NO

4. i) Whether property stands Mortgaged?

- (ii) If 'Yes' whether no objection certificate
from the mortgagee(s) enclosed?

5. Whether there is any dispute pending in a court of law
regarding the title of the property/flat under
reference.

Date:

Signature of Attorney
With address & Contact Number

APPLICATION FORM FOR FLATS ALLOTTED BY DELHI DEVELOPMENT AUTHORITY

Photo of the
Allottee/Mutatee
(Applicant)

1. (a) Name of the first
Allottee/Lessee/Mutatee

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[illegible][illegible][illegible]

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[illegible][illegible]

3. Details of Flat allotted by
DDA Name of the Colony

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Flat No

Category

Floor

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Sector

Block

Pocket

YES	NO
YES	NO
YES	NO

4. (i) Whether property stands Mortgaged?
 - (ii) If 'Yes" whether no objection certificate from the mortgagee(s) enclosed?
5. Whether there is any dispute pending in a court of law regarding the title of the property/flat under reference.

Signature of Allottee/Mutatee
Contact Number