

GREATER HYDERABAD MUNICIPAL CORPORATION

APPLICATION FOR OBTAINING MUTATION / TRANSFER OF PROPERTY

APPLICATION NO: TX003

File No.
(to be generated by CSC)

A. Applicant Particulars

1. Circle No.	
2. Name of the Applicant	
3. Father's / Husband Name	
4. Postal Address of the Applicant	
5. Contact No.	
6. PTI No	

B. Purchase Particulars

1. Address of the premises seeking transfer of property	
2. Name & Address of the existing property owner (Seller)	
3. Date of purchase of the premises	
4. Document details	<input type="checkbox"/> Gift Deed <input type="checkbox"/> Regd. Sale Deed <input type="checkbox"/> Partition Deed <input type="checkbox"/> Will Deed
5. In case of Death	Death Certificate / Succession Certificate / Legal Heir Certificate

C. Property Particulars

Details of property for which the applicant seeking transfer of property	
1. House Number	
2. PTIN No.	
3. Plot area	
4. Constructed area	
5. Yearly amount of tax	
6. Property Tax paid up to	
7. Receipt No. and Date	

8. Mutation Fee @ 0.1% of the Document value where it is registered	Demand Draft No. _____ Dated _____ Drawn on _____ (Bank)
9. 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)	Demand Draft No. _____ Dated _____ Drawn on _____ (Bank)
<p>Applicant Undertaking :</p> <p>I hereby declare that all the information mentioned above is true to my knowledge. In case of any discrepancies I will be held responsible. Hence, I request you to Transfer the property in my name basing on the documentary evidences.</p> <p>Date : _____ Applicant's Signature</p>	
<p>List of Enclosures:</p> <ol style="list-style-type: none"> 1. Notice of transfer under sec.208 of GHMC Act duly signed by both the vendor and vendee. 2. Attested copies of property documents and link documents. 3. Latest encumbrance certificate 4. Non-Judicial stamp paper for Rs.20/- for each copy of document 5. Undertaking on Notarized Affidavit cum indemnity bon on Rs.50/- stamp paper 6. Up to date tax receipt 7. Copy of death certificate / Succession Certificate / Legal Heir Certificate 8. Mutation Fee @ 0.1% of the document value 	

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. _____.

Service Centre Executive.