

To,
The Chief Administrator,
Housing Board Haryana,
Panchkula.

(Through the Estate Manager, Housing Board Haryana)

Sub:- Transfer of House NoSector Housing Board
Colony

Sir,

I/We, Shri/Smt./Km Son/ Wife/
Daughter of Sh r/o
..... Seek permission to transfer of House No
Sector Housing Board Colony to
Sh./Smt./Km son/wife/daughter Shri
..... r/o
.....

The House was allotted/transferred to me/us on This is a
family/friendly transfer and the transferee Sh./Smt./Km
..... is my

The conveyance deed has not yet been executed.

The house is free from all encumbrances like mortgage, gift or transfer in any manner to
anybody.

I/We further certify that nothing has been concealed in the above information and if in future it
is found that the transfer has been effected on the basis of false information provided in this
application the transfer shall be deemed to be null and void, all the consequences of which legal
financial etc. shall be borne by me/us in case Housing Board Haryana suffer any loss on
account of this transfer or as a consequence of this transfer, my/our property, person, my/our
legal heirs and successors shall be liable to make good the loss sustained by Housing Board
Haryana or its employees. In-case any legal heir, or any other persons shall make any claim
regarding this house, the litigation of the same will be defended by me/us and the loss suffered
by Housing Board Haryana will also be made good by me/us and my/our properties.

Process fee of Rs. 100/- (non refundable) is attached by Bank Draft No
..... datedIn favour of Housing Board Haryana payable at
Panchkula.

I/We am/are also enclosing herewith photostat copy of the allotment letter and affidavit in the
prescribed proforma on a non-judicial stamp paper of Rs. 3/- duly attested by the Magistrate 1st
Class.

Yours faithfully,

SIGNATURE _____
NAME _____
ADDRESS _____

Date:-
