

From

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To,

**The Estate Officer,  
Haryana Urban Development Authority,  
GURGAON.**

**Sub: Transfer of Plot/House No. ...., Sector ....., area  
....., Sq. Yards/Mtrs., situated in Urban Estate,  
Gurgaon.**

Sir,

I/We.....

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.....,  
Seek Permission to transfer Plot/House No. ...., Sector  
....., area ..... , Sq.Yards / Mtrs.Urban Estate, Gurgaon  
to Shri/Smt. ....  
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I/We, hereby submit an Affidavit on Prescribed  
Performa duly attested by the Executive Magistrate for the  
transfer of above plot is along-with this Transfer Application.

Transfer fee of Rs. .... is attached as Bank Draft  
No. ...., dated .....

It is requested that the Transfer Permission may kindly be  
issued.

Thanking you,

**Date:**

**Yours Faithfully,**

**Enclose:-**

1. An Affidavit on Prescribed Performa.
2. Transfer fee.
3. Copy of Allotment/Re-allotment Letter.
4. Original GPA, NOC & ALIVE (Incase of GPA Transfer).
5. Memorandum & Regulation (Incase of Transfer By Company).

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**A F F I D A V I T**

I/We.....  
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.....,

do hereby solemnly affirm and declare as under :-

I state that I am the absolute and undisputed owner of Plot/House No. ...., Sector ....., area ....., Sq.Yards / Mtrs.Urban Estate, Gurgaon (Hr).Seek Permission to transfer Plot/House No. ...., Sector ....., area ....., Sq.Yards / Mtrs.Urban Estate, Gurgaon, to Shri/Smt. ....  
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The plot/house was allotted/transferred to me on dated .....This is a friendly/family transfer.

In case of original allottee, please specify relevant category under which the Plot/House was allotted:-

- 1. Category .....
- 2. Size of Plot .....
- 3. Allotted .....
- 4. Possession Offered .....
- 5. Any incidental space allotted .....
- 6. Total .....

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The Conveyance Deed has been / not yet been executed.

The plot/house/booth is free 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 the plot/house/ booth is vacant or duly constructed. If in future it is found that the transfer has been affected 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, Haryana Urban Development Authority should suffer any loss on account of this transfer, my/our property, my/our person, my/our legal heirs and successors shall also be liable to make good the loss suffered by H.U.D.A. or its employees. In case, my/our legal heirs or other person(s) shall make any claim regarding this plot/house/booth, the litigation of the same will be defended by me/us and my/our properties and person (s).

**VERIFICATION:**

.....  
**DEPONENT**

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and that nothing has been concealed therein. No part of it is false.

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**DEPONENT**

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