**TRANSFER OF OWNERSHIP TO LEGAL HEIRS**

**IN CASE OF DEATH OF ALLOTTEE**

a. If transferor (seller) dies after submission of transfer case and the case has not been formally executed, the property will be transferred in the name of all legal heirs without any transfer charges and transferee will deal the matter with legal heirs of the deceased allottee. The matter will strictly be resolved between legal heirs and transferee (purchaser) personally and PHAF will have no active role.

b. If allottee has not applied for transfer and dies then the ownership will be transferred to the legal heirs on provision of following documents directly to the Assistant Director (Estate) without any transfer fee:

1. Application on plain paper addressed to the Assistant Director (Estate) from one of the legal heirs for transfer of allotment in favor of legal heirs along with Application Form Fee, Pay Order of **Rs. 3000/-** in favour of PHA Foundation, Islamabad. The Legal Heirs may obtain its photocopy for the number of legal heirs involved.
2. Duly filled and signed Application Form(s) by the legal heirs of the deceased.
3. Affidavit from one of the legal heirs mentioning the names of the legal heirs with undertaking that they are the only successors of the deceased dully attested by the Notary Public.
4. Photocopy of the Death Certificate attested by the Notary Public.
5. Photocopy of the Succession Certificate issued by the court or Letter of Administration issued by NADRA (property should be mentioned) and attested by the Notary Public.
6. Photocopy of CNIC of legal heirs attested by the Notary Public. Expired CNIC shall not be accepted.
7. Recent Passport size Photographs of the legal heirs attested by the Notary Public.
8. Original Surrender Deed Registered from competent court (If Applicable).
9. CDA NOC (If Applicable).
10. NADRA FRC (attested by Notary Public).
11. Permission to sell (in case of Minor legal heirs) issued from the Competent Court (If Applicable).
12. All original allotment letters should be surrendered at the time of documents submission.

**Note:** In all required stamp papers, the value of stamp paper for Houses will be Rs.100/- for apartments/commercial units.