

Application for execution of Lease Deed

To
The Divisional Manager (Housing),
DSI IDC,
3rd Floor, 419, Udyog Sadan,
Patparganj, Delhi-110092.

Date: _____

Affix
passport
size photo

Sub: Submission of application for Execution of Lease Deed.

Sir,

I am hereby submitting an application for execution of lease deed in respect of my allotted flat. You are requested to issue 3 sets of lease deeds on the basis of following details:

1. The particulars of allotment are given below:

- (i) Application No.: _____
- (ii) Name of original allottee: _____
- (iii) Flat Number: _____
Bawana/Narela DSI IDC Housing Complex (*tick as applicable*)
- (iv) Area of Flat: _____
- (v) Date of Demand-cum-allotment letter: _____
- (vi) Date of possession letter: _____
- (vii) Whether there is any change in hands (Mutation): Yes/ No
In case of "Yes", apply for "change in constitution (COC)" in this division first (permissible only in case of demise of original allottee). If COC already happened, enclose a self-attested copy of the letter from DSI IDC office.

2. List of documents (self-attested copy) are enclosed herewith:

- (i) Allotment Letter : _____
- (ii) Possession Letter : _____
- (iii) Physical Possession Paper : _____
- (iv) Payment receipts : _____
- (v) 03 unattested copies of passport Size photographs: _____
- (vi) Any Govt. ID with allotted flat address/ Self- attested copy of latest paid electricity bill in the name of allottee : _____

3. I hereby undertake that:

- (i) The information given above and in the enclosed documents is true and correct to the best of my knowledge and belief and nothing material has been concealed therein.
- (ii) The possession is solely with me and there has been no violation of terms of allotment i.e. no modification/alteration/conduct of non-permissible activity.
- (iii) The benefits availed by me by furnishing any false information or concealment of facts shall be liable to be summarily withdrawn.

Yours faithfully,

(Sign. of the Applicant)

Name of the Applicant _____

Mobile No. _____

Email: _____

Present/ Communication address: _____