

**GUIDELINES FOR  
TRANSFER OF REGISTRATION  
IN DEATH CASE**

**HOUSING DEPARTMENT**  
DELHI DEVELOPMENT AUTHORITY

## **TRANSFER OF REGISTRATION IN DEATH CASE**

The following documents are required to be submitted:

- Affidavit on Non-judicial stamp paper of Rs. 10/- regarding survived legal heirs from the transferee duly attested.
- Consent letter on Rs. 100/- non-judicial stamp paper from other Legal heirs duly registered.
- Indemnity Bond on Rs. 100/- non-judicial stamp paper from the transferee duly registered.
- Registration certificate in original.
- Fixed Deposit Receipt in original.
- Death certificate in original.
- Photograph and specimen signatures of the transferee duly attested.
- Documentary evidence of relationship i.e. attested photo copy of:
  - Ration card.
  - Passport, etc., or
  - School Leaving Certificate, etc.

**AFFIDAVIT**

Affidavit of \_\_\_\_\_ s/o \_\_\_\_\_ r/o \_\_\_\_\_

I, the above mentioned deponent do, hereby, solemnly affirm and declare as under:-

1. That Sh. \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ was a Registered intending purchaser of flat under \_\_\_\_\_ of the

( Name of the Scheme )

DDA Vide Reg. No. \_\_\_\_\_ and had deposited Rs. \_\_\_\_\_ Vide F.D.R. No. \_\_\_\_\_ dated \_\_\_\_\_

2. That the following are the legal heirs of the deceased Sh. \_\_\_\_\_ who has expired on \_\_\_\_\_ at \_\_\_\_\_.

Name	Age	Relationship with the deceased	Address
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- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

3. That the mother of the deceased is also not alive / OR That the mother of the deceased is alive and she has given her consent in favour of the Deponent.

4. That I or my husband/wife and minor children or dependent relations have not been allotted any flat by Delhi Development Authority nor my dependent relations possess any hereditary property of land/plot/houses or otherwise in the Union Territory of Delhi.

5. That I fulfill the terms and conditions of the allotment of a flat/house by the DDA for \_\_\_\_\_ category Housing Scheme.

6. That in case my above statement is found incorrect, I shall be responsible for the consequences arising there from.

7. That there is no other legal heirs except mentioned above and deceased has nor executed any will Registered or unregistered.

Verification :

Verified at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

DEPONENT

**INDEMNITY BOND**

This deed of indemnity is made by Sh./Smt. \_\_\_\_\_ W/D/o  
Sh. \_\_\_\_\_ aged \_\_\_\_\_ r/o \_\_\_\_\_  
\_\_\_\_\_ and

Miss/Master \_\_\_\_\_ the minor legal heirs of  
Sh. \_\_\_\_\_ through their natural guardian Sh./Smt. \_\_\_\_\_  
\_\_\_\_\_ being mother/father(hereinafter called "the Executant") in favor of Delhi  
Development Authority(hereinafter called "the Authority"). The expression "the Executant and  
"the Authority" shall unless the context requires a different and another meaning include the  
successors, legal heirs, executors, administrators and permitted assigns of the Executant and  
successors and assigns of the Authority.

2. Whereas a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) was deposited by Sh.  
\_\_\_\_\_ S/o Sh. \_\_\_\_\_ on account of registration deposit of intending  
purchaser of flat/house with the D.D.A. The registration of flat and the same amount has since  
been held by the said authority as a deposit carrying interest at the rate of Rs. 7% per annum  
from the date of regn. vide deposit receipt No. \_\_\_\_\_ dated \_\_\_\_\_ and whereas  
Sh. \_\_\_\_\_ S/o, D/o \_\_\_\_\_ has died on \_\_\_\_\_.

3. And whereas the deceased has left the following legal heirs viz, major and minor both  
\_\_\_\_\_.

Sl. No.	Name	Age	Relationship with the deceased
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

4. And that there are no other legal heirs of the deceased except those mentioned above, and  
the major legal heirs have given their consent and no objection for transfer of registration in the  
name of Sh./Smt. \_\_\_\_\_ the Executant and \_\_\_\_\_.

5. And whereas the legal heirs of the deceased have requested the DDA for the transfer of the  
regn. in the name of Sh./Smt. \_\_\_\_\_ (S/o/w/d/o Sh. \_\_\_\_\_) and  
Miss/Master \_\_\_\_\_, the minor children of the deceased  
Sh. \_\_\_\_\_ through the natural guardian of the minor children Sh./Smt.  
\_\_\_\_\_ (S/ow/d/o Sh. \_\_\_\_\_) and Miss/Master \_\_\_\_\_  
\_\_\_\_\_ the minor children of late Sh./Smt. \_\_\_\_\_ through their natural  
guardian Sh./Smt. \_\_\_\_\_ upon the executant agreeing to execute this  
Indemnity Bond as hereinafter.

"That in case there shall hereafter be any claim against the said authority by any person for the  
regn. and deposit or any portion thereof the executant Sh./Smt. \_\_\_\_\_  
w/d/o \_\_\_\_\_ the minor children of late Sh. \_\_\_\_\_ shall  
undertake to indemnify the authority for any loss, damage, penalty, or action against the DDA  
arising out of allowing this transfer of registration.

6. Now this deed witnesses that in pursuance of the aforesaid agreement and inconsideration of  
the said authority transferring, the registration in the name of Sh./Smt. \_\_\_\_\_  
and \_\_\_\_\_ (minor) the said executant does hereby agree with the authority  
that she will at all times indemnify and keep harmless the said authority against all losses and  
damages and demands and all actions and proceeding taken against the said authority by any  
person in respect of the transfer of the said regn. and of the said deposit or any part thereof in  
favour of the executant.

Name & address : Executant for self  
& on behalf of minor legal heirs of  
late Sh./Smt. \_\_\_\_\_  
Sh. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place:

Dt.

Witnesses :

1. \_\_\_\_\_
2. \_\_\_\_\_

Note: Please strike out if there is no minor legal heirs.

