

To,

The Director
Estate Management Dte-I,
CDA, Islamabad.

SUBJECT:- MUTATION OF HOUSE NO. STREET NO. SECTOR
ISLAMABAD.

I/We _____ S/o, D/o W/o _____

purchased the subject house/property from Owner or Attorney of the owner

Mr./Ms/Mrs. _____ S/o, D/p, W/o _____ Resident

of _____ through Sale Deed registered in the office of Joint Sub

Registrar, Islamabad vide No. _____ dated _____.

I/we enclose herewith following documents for the purpose of Mutation of record
of the said house

- i) Attested photocopy of Sale Deed(Along with Original).
- ii) Photocopy of NICs of Allottee/Purchaser.
- iii) Photograph of purchaser.
- iv) Pay Order/Bank Draft for Rs.5000/-.
- v) Original Mutation letter.
- vi) Property Tax Clearance Certificate or last paid bill of property tax.
- vii) NOC from BCS, CDA for Non-conforming use.

Yours Faithfully,

Name:- _____
S/o, W/o, D/o _____
NIC No. _____
Address: _____
Phone No. _____