

Subject: **Transfer Procedure in Case of Death**

**Check list/procedure in case of death is appended below:-**

1. Death Certificate of Deceased.
2. NADRA Family Certificate indicating all the details of Family Members.
3. Original Allotment Letter of plot returned to AWT.
4. Suit for Declaration- Decree mentioning this particular property.
5. Surrender Deed by legal heirs in favour of one legal heir in whose name the plot is to be transferred after registering it from Registrar.
6. Attested photo copies of CNICs of all legal heirs, the deceased and the witnesses.
7. Application Form duly filled in by the transfer and passport size photographs (In whose name the plot is to be transferred).
8. All dues of plot must be cleared before transfer of plot (copy attached).
9. Legal Heirs to appear in person at AWT (HO) Rawalpindi at the time of transfer.

The said check list will be uploaded on our dedicated web site

[www.awtrealestate.com.pk](http://www.awtrealestate.com.pk)

**Specimen – Stamp Paper of Rs.200**

**SURRENDER DEED**

THIS DEED OF RELEASE is made at ( \_\_Place\_\_\_\_\_ ) on this  
\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_.

**BETWEEN**

(1) Mr. \_\_\_\_\_ S/O \_\_\_\_\_ Muslim adult,  
Resident of \_\_\_\_\_ NIC No \_\_\_\_\_

(2) Mr. \_\_\_\_\_ S/O \_\_\_\_\_ resident of  
\_\_\_\_\_ NIC No \_\_\_\_\_

(3) Mr. \_\_\_\_\_ S/O \_\_\_\_\_ resident of  
\_\_\_\_\_ NIC No \_\_\_\_\_

**AND**

Mr. \_\_\_\_\_ S/O \_\_\_\_\_ Muslim adult,  
Resident of \_\_\_\_\_  
NIC No \_\_\_\_\_ hereinafter referred to as the RELEASEE

Party of the OTHER PART.

WHEREAS the parties above named are the joint owners by way of inheritance to all that piece and parcel of immoveable property being Resident / Commercial plot of Land bearing No

\_\_\_\_\_ Block \_\_\_\_\_ measuring \_\_\_\_\_

Sq. Yds. Situated In AWT Housing Scheme \_\_\_\_\_

AND WHEREAS the RELEASOR has agreed to release abandon / surrender their entire share, right and ownership in the above said property in favor of the RELEASEE.

NOW THEREFORE THIS DEED OF RELEASE WITNESSETH

1. That the parties have voluntarily and mutually agreed that the said property be transferred in the name of the RELEASEE absolutely and exclusively who is in physical possession of the same.
2. That the RELEASOR have no objection, whatsoever, if the RELEASEE become the absolute and exclusive owner of the above said property.
3. That the RELEASORS hereby surrender, release and abandon all their title, Ownership, share and claim in the above said property in favor of the RELEASEE and consequently the RELEASEE is hereby accepted / declare and understood as the absolute and exclusive owner of the aforesaid property by virtue of these presents.
4. That the RELEASORS shall not in future claim, any right, share or Ownership / title over the above said property nor their heirs, representatives and assigns etc., shall have any right or claim or interest. Whatsoever, over the above said property at any time in future?
5. That the RELEASEE do hereby accept this Deed of Release of right / Ownership and disclaimer of rights of the RELEASORS and is now acknowledged and accepted as the absolute and exclusive owners in all respects of the above referred property.

**SCHEDULE OF SAID PROPERTY**

That piece and parcel of residential / commercial plot of Land bearing No \_\_\_\_\_ Block No \_\_\_\_\_ measuring \_\_\_\_\_ Sq. Yds, situated In AWT Housing Scheme \_\_\_\_\_.

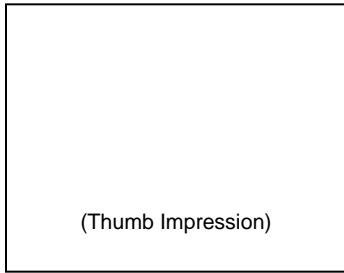
IN WITNESS WHEREOF the parties have signed these presents free of all sorts of pressure, coercion, or undue force but or their own free will, at Rawalpindi on the date, month and the year first above mentioned.

**WITNESSES:**

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

**RELEASORS:**

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



**RELEASEE:** \_\_\_\_\_

**Mr** \_\_\_\_\_

**S/O** \_\_\_\_\_

**CNIC NO** \_\_\_\_\_

**ATTESTED BY NOTARY PUBLIC**

**No:** \_\_\_\_\_

**Dated:** \_\_\_\_\_