

**DOCUMENTS REQUIRED FOR MUTATION OF PROPERTIES HELD ON OLD  
GRANT TERMS / LEASES IN SCH: VIII , SCH: IX-C, Sch: IX-A AND SCH: X  
(MODIFIED) OF THE CLA RULES 1937 ON THE BASIS OF SALE /  
INHERITANCE.**

1. Mutation form obtainable from this office duly filled and signed by the grantees / lessees.
2. Schedule: V of the CLA Rules 1937 for conversion of property from old grant into regular lease (In case of Old grant)
3. Site cum line plan of property in question.
4. Admission deed on non-judicial stamp papers of Rs.100/- duly registered by the Sub-Registrar Rawalpindi (In case of Old grant)
5. Attested copies of CNIC of legal heirs / purchasers.
6. Attested copy of death certificate of the deceased.
7. Attested copy of Heir-ship Certificate issued by the Tehsildar / Civil Judge.
8. Attested copy of sale deed / Gift deed / Surrender deed (TIP tax should be paid in this office)
9. Copies of receipts regarding upto date payment of House tax / water charges / lease rent.
10. Photographs of the sites
11. Undertaking on stamp paper for no conflict with another person or regarding pendency of any court case in the property.

**Note:** In case of sale / Surrender of property held on old grant term, sale deed / Surrender deed must be registered prior to 31-12-2007 when the policy for conversion was issued by the ML&C Deptt. Rawalpindi.