

To
The Joint Secretary,
Department of Urban Development & Municipal Affairs,
Government of West Bengal,
NAGARAYAN
DF-8, sector-I, Salt Lake City,
Kolkata – 700 064

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Sub : Application for Mutation in respect of Plot no. _____, Block _____, Sector I/ II/ III, Salt Lake City, Kolkata 700 _____ in the name(s) ofafter the death of the lessee.

Sir/Madam,

This is to inform you that _____, the sole/ one of the original/ mutated lessee(s) of the aforesaid plot died intestate on _____ at _____ leaving behind me/ us as his/ her legal heir® (details given at the schedule below). Enclosing herewith the requisite documents, I/ we request you to kindly examine the matter and issue mutation order after incorporating me/ us as present existing sole/ one mutated lessee(s) of the aforesaid plot at the earliest.

Schedule

Sl. No.	Name & Present Address of Legal Heirs	Sex	Age	Relationship with Deceased
1.			Years	
2.			Years	

Date :

Mobile No. :

Yours faithfully,

1)

2)

[Signature of applicant(s)]

Enclosures :

- 1) Original Death Certificate of the deceased Lessee;
- 2) Declaratory Affidavit on Non Judicial Stamp Paper of Rs. 10/- concerning Legal Heirship affirmed before the 1st Class Judicial Magistrate.
- 3) Declaratory Affidavit on Non Judicial Stamp Paper of Rs. 10/- concerning provisions of Urban Land Ceiling Act, 1976 affirmed before the 1st Class Judicial Magistrate/ Notary Public; [Separate Affidavit from every applicant (in case of joint Applicants)];
- 4) Relationship Certificate of the applicant(s) with the deceased lessee (To be issued by a Central/ state Government Group-A Officer/ SDO, Bidhannagar);
- 5) Photograph(s), Specimen Signature(s) and LTI(s) of the Applicant(s) duly attested by a Central/ state Government Group-A Officer;
- 6) Residence and photo Identity Proof of the Applicant(s) duly attested by a Group-A Officer;
- 7) NOC from the concerned bank/ financial institution in case of loan availed by the deceased lessee against the property;
- 8) Copy of Sanctioned Building Plan
- 9) Copy of CC (issued by Bidhannagar Municipality)