

Name: Shri/Smt/Ms. Address for Correspondence:
Dwelling Unit No:
Type:
Name of Housing Scheme: Email Address:
Primary Regn No:
Scheme Regn No:

To
**Managing Director,
Indian Railway Welfare Organization,
Railway Complex, Shivaji Bridge, Behind Shankar Market,
New Delhi – 110001.**

Sub: Issue of Conveyance Deed

Please arrange to issue draft conveyance deed/sub-lease deed* for the above dwelling unit allotted by IRWO to me.

#2A. My spouse Smt./Shri _____ is already a co-owner of the above dwelling unit. #2B. My spouse Shri/Smt. _____ has expired. Death Certificate is enclosed.
#2C. I want to make my spouse Smt./Shri _____ a co-owner of the above dwelling unit. The application for co-ownership is enclosed, in the prescribed Annexures D.

3. I had taken House Building Advance from Railways and/or loan from _____ Bank for the above dwelling unit, which is still outstanding / has been fully repaid (Copy of certificate from the concerned authority duly attested by Gazetted Officer/Notary Public showing clearance of the liability is enclosed).*

4. My contact numbers are as follows:

Landline: Mobile:

I may be informed when the draft conveyance deed is ready so that I can collect the same.

5. Money Receipt No. _____ dated _____ for Rs 1000/- is enclosed.

**Strike out whatever is not applicable.*

#Strike out whatever is not applicable out of 2A, 2B & 2C.

2A, 2B & 2C are applicable where deed is sought by the original allottee.

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Allottee

Encl: As above

Note: i) Conveyance Deed for freehold property and Sub-lease Deed for leasehold property.

ii) In case HBA/loan is outstanding, conveyance/sub-lease deed would be retained by IRWO after registration and would be handed over to the allottee only after the receipt of clearance certificate from loan sanctioning authority.