

**DOCUMENTS/INFORMATION REQUIRED TO BE SUBMITTED TO PROCESS  
REQUESTS FOR LEASE HOLD SITES IN DELHI CANTONMENT**

**(Any additional information, if required, would be requested separately)**

1. Name of applicant :- \_\_\_\_\_
2. Address of applicant :- \_\_\_\_\_
3. Lease GLR Sy.No. :- \_\_\_\_\_
4. Date of commencement of lease :- \_\_\_\_\_
5. Name of original lessee :- \_\_\_\_\_
6. Area of lease :- \_\_\_\_\_
7. Purpose of lease :- \_\_\_\_\_
8. Lease granted under schedule :- \_\_\_\_\_
9. Lease details as per performa A & B :- \_\_\_\_\_
10. Details of mutation (if any) :-

Mutation	Names	Date of mutation
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
11. Details of present occupants in the lease site :- \_\_\_\_\_
12. Whether encroachment exists in the lease hold site :- \_\_\_\_\_
13. Area of land under encroachment :- \_\_\_\_\_
14. Complete details and plan existing construction of encroached land :- \_\_\_\_\_
15. Whether unauthorised construction exists In the lease hold site :- \_\_\_\_\_

16. Details/Plan of existing construction :- \_\_\_\_\_  
at site (enclose floor wise plan of construction)

17. Present use of lease land :- Residential   
Commercial   
Residential cum Commercial

18. In case of change of purpose of land (viz from residential to commercial or mixed) the date :- \_\_\_\_\_  
since land use changed  
(provide documentary proof thereof)

Applicant's signature

**DECLARATION:-**

I hereby declare that the information/details furnished herewith are true & correct and nothing material has been concealed there from or stated false/wrong.

Applicant's Name & Signature

Date:-

Place:-

DETAILS OF RENEWAL OF LEASES SECOND TERM

Date of expiry of Ist term of lease	Date of renewal of lease for the second term	Details of lessee/co-lessees of second term of lease	Whether renewal deed executed	Date of execution of renewal deed	If renewal deed not executed give reasons	Remarks
1.	2.	3.	4.	5.	6.	7.

Attach copy of renewal deed for second term

DETAILS OF RENEWAL OF LEASES THIRD TERM

Date of expiry of IInd term of lease	Date of renewal of lease for the third term	Details of lessee/co-lessees of third term of lease	Whether renewal deed executed	Date of execution of renewal deed	If renewal deed not executed give reasons	Remarks
1.	2.	3.	4.	5.	6.	7.

Attach copy of renewal deed for third term

