

To
The Special Secretary
Housing Department

Subject:- Conversion of Leasehold plot to Freehold

Sir,

I/We _____ son/daughter of _____ do hereby state that a plot/House was allotted in my/our favour by Housing Department Government of West Bengal for _____ years lease as per Registered Lease Deed No. _____ dated _____ at premises No./Plot No./House No./Flat No. _____ of _____ Housing Estate. I/We declare that I/We have paid all the dues to the Government as incorporated in the aforesaid Lease deed.

Now in pursuance of the Notification No. 1151-LP/1A-03/23 dated 11.03.2024 read with the Notification No. 2701-LP/1A-03/23 dated 10.07.2023 of the Land & Land Reforms and RR&R Department, I/We would apply before you to convert the leasehold right of the aforesaid property allotted to us into freehold.

I/We further declare that I/we shall abide by all terms and conditions as mentioned in the Notification No. 1151-LP/1A-03/23 dated 11.03.2024 and Notification No. 2701-LP/1A-03/23 dated 10.07.2023 of the Land & Land Reforms and RR&R Department and any other rules and regulations as may be intimated to us by the Housing Department Government of West Bengal.

Enclosures:-

1. Copy of Registered Lease Deed

Date: _____

Yours faithfully