

To,
The Managing Director,
IRWO
Railway Office Complex
Shivaji Bridge (Behind Shankar Karket)
New Delhi

Sub: Transfer of ownership due to the death of Shri/Smt.....
 Allottee of Flat No.....Type.....at.....

Sir,

I am sorry to inform that Smt/Shri.....who was allottee of IRWO Flat No.....inat.....expired on.....

I being wife/son/daughter of my lateam requesting that the aforesaid property be transferred in my name as Late Shri /Smt.....had given nomination in my favour in his / her booking application form. Shri/Smt.....has executed will in my favour /has not executed any will against this property.

I am enclosing following documents in this regard –

1. Death Certificate of Sh/Smtin original.
2. Copy of Will, if any.
3. Affidavit indicating legal heirs.
4. Affidavit for relinquishment of property rights given by all other heirs in my favour.
5. Indemnity Bond indemnifying IRWO.
6. No Dues Certificate from Allottee Association/Society.
7. Attested signatures from Bank Manager.
8. 4 Photographs attested in front.

You are requested to transfer the property in my favour at the earliest.

Thanking you,

Yours faithfully

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Name.....

Address.....

Date.....