



Bihar State Housing Board, 6, Sardaar Patel Marg, Patna – 8000015

बिहार राज्य आवास बोर्ड, 6, सरदार पटेल मार्ग, पटना – 8000015

--FORM--

Application Form to convert Lease Hold Property into Free Hold

1. Name of Applicant:-
2. Applicant's Father/ husband Name:-
3. Address:-

Correspondence Address:-	Permanent Address:-

Applicant's recent  
colour passport  
size Photograph  
(Attested)

4. Mobile/ Telephone Number:-
5. E-Mail Id (Optional):-
6. Aadhaar Number (Optional):-
7. PAN Number:-
8. Details of property for which Free Hold conversion is to be done:-

Sr. No.	Property Number	Location of Property (Including Division/ Sub-Division Name)	Category of Property (EWS/ LIG/ MIG/ HIG)	Type of Property (Plot/ Flat/ House)	Purpose for which the property was allotted (Residential/ Commercial)	House constructed (Yes/ No), if property type is "Land"	Area of Property

9. Updated Status of Construction on aforesaid property:-
10. Date of allotment of property:-
11. Date of Agreement of Property:-
12. Date of Possession of Property:-
13. Date of Final Registration/ Lease Deed Execution with Lease Deed No.:-
14. Registry office where the property is registered:-
15. Mode of acquiring property:-  
(Mention whether it is, Original Allotment/ Tripartite Transfer/ Name Change)

16. Any Loan on property from financial Institutions/ banks

(Yes/ No) ? (Provide Details):-

17. Details of previous application regarding free hold (If Any):-

18. Details regarding payment of Updated ground rent:-

(Mention the period for which the ground rent has been paid)

19. Check list of documents to be submitted for Free Hold ( Please Tick):-

- |  |                          |
|--|--------------------------|
| 1. Copy of Allotment Order                       | <input type="checkbox"/> |
| 2. Copy of Agreement                             | <input type="checkbox"/> |
| 3. Copy of Possession Report                     | <input type="checkbox"/> |
| 4. Copy of Final Registered Lease Deed           | <input type="checkbox"/> |
| 5. Self Attested copy of ID Proof                | <input type="checkbox"/> |
| 6. Self attested copy of PAN Card                | <input type="checkbox"/> |
| 7. Self attested copy of Residential Certificate | <input type="checkbox"/> |
| 8. Two colour passport size Photo                | <input type="checkbox"/> |
| 9. Three sample signature/Thumb Impression       | <input type="checkbox"/> |

(Annexure-2)(For whom the Free Hold deed will be executed )

10. Details of any other document:-

Applicant's Full signature/  
Thumb Impression

Full Signature of staff verifying  
Thumb Impression

**Declaration**

I hereby declare that the information provided herein above and documents submitted by me are true to the best of my knowledge. In case any of the information provided and documents submitted found to be false, then Bihar State Housing Board can initiate legal proceeding against me and the allotment/ transfer of the aforesaid property may be cancelled.

Applicant's Full signature/  
Thumb Impression

Full Signature of staff verifying  
Thumb Impression

Annexure-1

Affidavit

for conversion of Lease hold property into Free Hold

I..... Aged about.....Years,Father/  
Husband..... Residence.....

PS.....District.....,Present Address .....

PS..... District..... do hereby solemnly affirm and declare as under:-

1. That I have submitted the application for converting the property number..... from Lease Hold to Free Hold on ..... in the Bihar State Housing Board Head Office, 6 Sardar Patel Marg, Patna – 800015/ ..... Divisional Office.
2. That the aforesaid plot is allotted to me on Lease Hold basis.
3. That I shall compulsorily abide by all the terms and conditions applicable for conversion of lease hold property into free hold and I shall also compulsorily abide by the terms and conditions laid out in free hold deed.
4. That whenever I will transfer the aforesaid property in the name of another person or if the property is transferred to any other person, then all the terms and conditions as compulsorily applicable on me, will also be compulsorily applicable, in same way, on the Transferee as well and also I will take an affidavit from the person whenever I intend to transfer the aforesaid property.
5. That I have deposited the updated ground rent for the aforesaid property.
6. That I agree to pay the registration charges additional to the conversion charges for conversion of lease hold to free hold.
7. That I am using the property for the same purpose, for which it has been allotted to me.
8. That I will make addition and alteration in the aforesaid property with prior permission of Bihar State Housing Board and as per the lay out plan of Bihar State Housing Board and Building Bye-Laws.
9. That I have thoroughly gone through the contents of this affidavit and the contents of this affidavit are true and correct to the best of my knowledge.

Deponent

Annexure-2

**Sample of Signature/ Thumb Impression**

(For those who intend to convert lease hold property by his/her name into free hold)

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**Sample Signature/ Thumb Impression-1** .....

**Sample Signature/ Thumb Impression-2** .....

**Sample Signature/ Thumb Impression-3** .....

Full Signature of staff verifying  
Thumb Impression

## Procedure to convert Lease Hold Properties into Free Hold

1. Allotee can submit the application form, online or offline, for conversion of their lease hold property into free hold. Applicant who wish to submit their application via offline, can submit their application in prescribed format with all required documents attached with the form and submit it at the “**Samadhaan Kendra**” located at board headquarter. Applicants can also submit their application at divisional offices of BSHB. It would be the responsibility of respective divisional Executive Engineers to forward the applications along with attachments, in original, to **Samadhaan** at the earliest. For applicants who wish to submit their application via online can visit the website of Bihar State Housing Board [ww.bshb.in](http://ww.bshb.in) and click on the link **Free Hold**. Thereafter the applicants can submit their application by filling up the required details and uploading the documents. A software for this purpose has been conceptualized, in which all the entries of offline applications as well, will be timely maintained by the **Samadhaan Executive**. A separate register will be maintained, in which all the offline application details will be maintained date-wise.
2. Applications received via online and offline will be forwarded to allotment section with endorsement of Manager Estate. After the receipt of the application in allotment section, the verification of the application and documents submitted, with the help of the file and records of said property will be executed in three working days. The date of verification will be generated by the software and on the determined date the allottee will visit the headquarter with all the original documents for verification.
3. After the completion of the document verification process, on the just next working day a direction will be issued to the concerned Executive Engineer to submit the **Site Verification Report** of the aforesaid property. With the said direction, a copy of the application for free will also be sent.
4. Executive Engineer of the concerned division will submit their updated report regarding **Site Verification report** to Manager Estate, Bihar State Housing Board within seven days of the receipt of the letter or email from headquarter with application for free hold.

5. In the case of fulfillment of all the terms and conditions laid out by the board in the concerned matter of conversion into free hold, Manager Estate will forward the application annexed with the updated reports along with the file, to the revenue section for the calculation of the conversion charges. Revenue section will calculate the conversion charges as per the rules laid out and applicable, within three working days of the receipt of the application with the file. Thereafter the applicant will be apprised with the conversion charges to be deposited by him/her, with the clear instructions that if in between the MVR is modified or changed, then the calculation of conversion charges will be done again and he/she shall have to pay the updated calculated amount of conversion charges, as per the new MVR. He/she shall also mention the branch of BOI, in which he/she deposited the required amount of conversion charges.
6. Final Permission Letter of conversion from lease hold to free hold will be issued, within three days of the receipt of copy of deposited amount (with proof) by the allotment section.
7. After the final permission letter is issued regarding conversion into free hold, by the Allotment Section of Board HQ, the respective divisional Executive Engineers should execute the Conveyance Deed within the period of seven working days, from the date of issue of permission letter.
8. In case the conversion of lease hold property into free hold is not possible, then the applicant will be duly informed by the allotment section, specifying the reason, within three days of the completion of verification of documents OR receipt of the updated **Site Verification report** sent by the Executive Engineer of the concerned division.
9. It will be the responsibility of the Section Officer, Allotment Section to apprise the IT CELL in writing, with all the information regarding the start, completion or execution of any of the steps mentioned above. So that the software is updated accordingly regarding the applicant and his/her application for conversion of lease holds property into free hold.