

**BISHNUPUR MUNICIPAL COUNCIL BUILDING SHOPS/STALLS**

To

The Chairperson,  
Bishnupur Municipal Council,  
Bishnupur.

Subject :- Request for transfer of lease.

Sir/Madam

I have the honour to state that the lease holder under shop/stall No. ....

situated at.....

had expired on ..... leaving behind ..... family

members. Since after his/her expiry, I have been possessing and running the business for the

livelihood means of my family, I am therefore to request you to kindly transfer of the required

leave in my favour as I am a bonafide successor to the deceased. In support of my claim I beg to

furnish the following particulars;

1. Applicant's Name (in block letter) :- .....

2. Father's Name :- .....

3. Age :- .....

4. Full :- .....

5. Kinds of Business :- .....

6. Receipt No. of last payment of Tax :- .....

7. Nature of the shop pucca / semi pucca / wooden shop :- .....

9. To whom the stall/shop stand earlier :- .....

10. Father's name :- .....

11. Address :- .....

12. Date of Death/Expiry :- .....

13. List of Family members :- .....

Enclosure:

(i) No-Objection/Declaration of the family members

(ii) Affidavit of the Petitioner in support of his/her claims.

Yours faithfully,

Name : .....

Address ; .....

I, the undersigned have agreed to accept the terms and conditions and abide by the  
Rules & Regulations as enforced by the IMC, Bishnupur as deemed fit.

Witness :-

1. Full Name :- .....

Address :- .....

Signature of the Applicant

2. Full Name :- .....

Address :- ..... Date .....

Certified that the case for transfer of the lease is genuine. Hence transfer of the lease may

please be allowed and to correct the records accordingly.

Chairperson,  
Bishnupur Municipal Council

Revenue Officer,  
Bishnupur Municipal Council

**TRANSFER CASE No. ....**

Realized transfer fee of Rs. ..../-  
(Rupees.....)