



# Varanasi Municipal Corporation

## Mutation Documents

### ➤ Documents to be Uploaded with Mutation Application

Sr. No.	Mutation Causes	Common Documents to be Uploaded
1.	Due to Death of Recorded Owner	<ul style="list-style-type: none"><li>• ID Proof (Driving License, Voter ID, PAN Card, Ration Card and Aadhaar Card)</li><li>• Affidavit</li><li>• Photograph</li><li>• First Page of Registry (Front and Back)</li><li>• Last Page of Registry (Front and Back)</li></ul>
2.	Registered Will Deed	
3.	Family Settlement	
4.	By Order of Court	
5.	Registered Hibba	
6.	Due to Registered Sale Deed	
7.	Due to Registered Gift Deed	

### ➤ Documents to be brought during document verification Process

Sr. No.	Mutation Causes	Documents to be brought during documents verification process
1.	Due to Death of Recorded Owner	<ol style="list-style-type: none"><li>1. Death Certificate of recorded owner.</li><li>2. पारिवारिक सदस्यता प्रमाण-पत्र</li><li>3. NOC / Registered Family Settlement document and ID proof of family members whose name is not to be included in mutation.</li><li>4. Fully paid Water and Sewerage tax receipt.</li><li>5. Affidavit.</li></ol>
2.	Registered Will Deed	<ol style="list-style-type: none"><li>1. Registered Will Deed.</li><li>2. Death Certificate of recorded owner.</li><li>3. Fully paid Water and Sewerage tax receipt</li><li>4. Affidavit.</li></ol>
3.	Family Settlement	<ol style="list-style-type: none"><li>1. Registered Family Settlement document.</li><li>2. Fully paid Water and Sewerage tax receipt.</li><li>3. Affidavit.</li></ol>
4.	By Order of Court	<ol style="list-style-type: none"><li>1. Certified Court Order.</li><li>2. Fully paid Water and Sewerage tax receipt.</li><li>3. Affidavit.</li></ol>
5.	Registered Hibba	<ol style="list-style-type: none"><li>1. Registered Hibba.</li><li>2. Fully paid Water and Sewerage tax receipt.</li><li>3. Affidavit.</li></ol>
6.	Due to Registered Sale Deed	<ol style="list-style-type: none"><li>1. Registry.</li><li>2. Fully paid Water and Sewerage tax receipt.</li><li>3. Affidavit.</li></ol>
7.	Due to Registered Gift Deed	<ol style="list-style-type: none"><li>1. Registry.</li><li>2. Fully paid Water and Sewerage tax receipt.</li><li>3. Affidavit.</li></ol>

**NOTE:** Please bring all original documents along with 2 set of self-attested photocopy of the documents.