

Applicant's Name:  
Address:  
Telephone Number:  
Date:

District Land Officer of Nicosia,

Sir,

**1. (If the application is submitted by a lawyer)**

Upon request of the heirs of the deceased (***name/surname of the deceased I.D. Card Number***), please proceed to the registration of the deceased's estate according to the administrator's declaration.

**2. (If the applicant is: a) an heir or b) the Administrator of the deceased's property**

Please proceed to the registration of the deceased's property according to the administrator's declaration.

The following documents are enclosed:

1. Letters of Administration - (***Court documents appointing the Administrator of the deceased's estate***) - (***original or certified copy***)

2. Administrator's Declaration (***His / Her signature must be duly certified if he / she does not sign in our presence***)

3. Form I.R. 704 (***For persons deceased after 01/01/2000 – written authorization from the Tax Department for the transfer / distribution of the deceased's property***).

or

4. Form I.R. 238 (***For persons deceased before 01/01/2000 {namely from 01/01/1942 to 31/12/1999} – written authorization from the Director of the Tax Department for the transfer / distribution of the deceased's property***).

5. Form N313 (***Immovable Property Tax from Director of the Tax Department***)

6. Receipts of payment of taxes such as: **a) Town or Communal Rate (obtained either from the Municipality or the Community Council of the said property).**

**b) Sewerage Tax clearance (obtained from the Sewerage Board).**

7. Certificate of Registration of the Property (Title Deed) or Search Certificate (obtained from the Department of Lands & Surveys).

Signed By

1. Lawyer appointed by the heirs **or**

2. Heirs (who receive a share) **or**

3. The Administrator of the deceased's property

**I.D. Card Number**.....

## Administrator's Declaration

I ..... (*name / surname of the administrator*) administrator of the property of the deceased (*name / surname of the deceased, i.d. card no .....*), declare that *he/she* died (*date of death*) and left the heirs stated below, who are the persons that were named (or listed) in the application submitted at the Registrar of the District Court, who issued the Letters of Administration in the application with No (*Number of the Court Application*).

1. *Name/Surname, (Kinship) i.e. Wife / Husband, I.D. Card No, Address (date of death if deceased)*

2. *Name/Surname, (Kinship) i.e. Son, I.D. Card No, Address*

3. *Name/Surname, (Kinship) i.e. Daughter, I.D. Card No, Address*

4. *Name/Surname, (Kinship) i.e. Brother / Step Brother, I.D. Card No, Address*

5. *Name/Surname, (Kinship) i.e. Sister / Step Sister, I.D. Card No, Address*

The above deceased left the below described *property / properties that he/she possessed until his/her death* and after *his/her* death, came into my possession being appointed as the Administrator of *his/her* property.

### Property Description

1) *Registration No, Plot No, Sheet/Plan, Property Type, Share, Village / Municipality / Parish*

2) *Registration No, Plot No, Sheet/Plan, Property Type, Share, Village / Municipality / Parish*

The above referred *property / properties*, have not undergone any alteration, addition or improvement and remain at the same state as described in the Title Deeds or the Search Certificate (*Search Certificate No* ).

In my authority as an Administrator of the deceased's (*name / surname*) property, I request and consent that the above referred *property/properties*, be registered to the *name/s* of (*the heirs – name / surname, i.d. card no .....*).

**a) Name / Surname, I.D. Card №, (of the heir)**

Property: (**Property Details**), Registration №, Sheet / Plan, Plot №, Share

**b) Name / Surname, I.D. Card №, (of the heir)**

Property: (**Property Details**), Registration №, Sheet / Plan, Plot №, Share

**Names of the Heirs**

**Shares**

**1. (Name / Surname)**

**№ of Share**

**2. (Name / Surname)**

**№ of Share**

Administrator's Signature\*

\*Signature must be duly certified by a Certifying Officer in action

**President of the Community Council**

I duly certify that (**name/surname, I.D. Card №**) signed/sealed in my presence and **he/she/they is/are** personally familiar to me.

**(In case that the Administrator's Declaration is more than one page, a stamp of the Certifying Officer or President of the Community Council is needed on all the pages and on the union of the pages. Also the Administrator of the deceased must write his initials on all the pages).**