

HA-13 Application for Change in residence**Ref No:****Date:**

To,
The Chairperson HAC
 School of Planning and Architecture, Bhopal

Subject: Application for Change in residence**Dear Sir/ Madam,**

I am residing in the house allotted to me wide letter no. **SPAB/HAC/2025/**
 dated _____. Due to following reasons listed below, I need to change the house
 allotted to me.

Details of Existing house

Description	Particulars	Description	Particulars
Name of Person		Name of Department	
Designation		Type of Employee	
Name of Building		Allotted House/Flat	
Period of Stay		Type of Allotment	
Existing Entitlement		Proposed Entitlement	

Applied for types of entitlement: Similar Entitlement / Upgraded Entitlement

Preference for the new allocation would be house No. _____

Building Name: _____

Acceptance and declaration

I declare that I have read the HAC rule-2025 and willing to abide by its provisions. I am agreed to pay revised license fee and other charges as applicable to new allotted house type. I am agreeing to accept the alternative options (preferability of my choice) offered to me.

Date:**Signature of Applicant**