**Station Headquarters Lahore**
Askari Colonies

## Check List of Documents Required for Rent NOC

**Applicant Name** _____

**Documents Attached**

- ☐ a. Photocopy of Rent Agreement Data Form
- ☐ b. Photocopy of CNIC of owner/ Tenant duly attested
- ☐ c. CNIC/ FRC/ From-B/ Birth Cert of tenant family
- ☐ d. Character verification cert from concern police Station in case of Civs
- ☐ e. Photocopy of application form landlord/ landlady
- ☐ f. Photocopy of Registration cert by landlord/ landlady of the house
- ☐ g. Photocopy of Registration cert by tenant of the house
- ☐ h. Photocopy of Auth ltr / Almt ltr/ GLR of subj house to landlord/ landlady
- ☐ i. Rent agreement with security money as per Para 2 j of SOP duly countersigned by ADH/ ACM/ Ask Clys (2 x copies)
- ☐ j. Photocopy of NOC/ Recommendations cert concern from ADH (ACM) Ask Clys
- ☐ k. Cert that tenant is not involved in any misconduct/ violation of Bye-Laws while residing in ADH (ACM) Ask Clys in the past
- ☐ l. Tenant/ Any one family member's att the Educational docus equivalent to Bachelor
- ☐ m. Proof of Income (Business/ Profession) ltr
- ☐ n. Serving Army Offrs att Cert/ ltr form concern unit
- ☐ o. Tax Return in case of Tenant (Owner of any firm/ Org)
- ☐ p. Retd Army Offrs att Retd/ Pension doc
- ☐ q. Alternation/ Modification Cert of subj house from DADH Tech/ FC (AC) Ask-X
- ☐ r. Urdu verification Performa

_____ Date

_____ Signature of applicant

Sample format for review. The official form and how to submit it are to be confirmed by Station Headquarters Lahore.