

Check List for Hiring of Private Accommodation

➤ **Following attested documents are needed to be attached.**

- Vacation/De-hiring report of previous house:
- Lease agreement form:
- Copies of CNIC of Allottee (FGS):
- Copies of CNIC of Owner:
- Copy of ownership documents/Power of attorney:
- Copy of Attested Map of the house:
- Copy of last pay slip/last pay bill:
- Copy of last utility bills:
- Three photos including the pasted one:
- Affidavit from Owner
- Affidavit from Owner

Government of Pakistan
Ministry of Housing & Works

LEASE AGREEMENT FOR EXECUTION BETWEEN OWNER AND GOVERNMENT

- I. Please do not fill in the blanks. The same shall be filled at the time of execution of the Lease Agreement.
- II. The owner should personally appear in the Ministry of Housing & Works to execute Lease Agreement on issuance of sanction.

1. THIS INDENTURE is made and entered into at _____ on this day _____ between _____ hereinafter referred to as "the lesser" (Which expression shall unless repugnant to the context, mean and include his heirs assignees executors administrators and legal representatives) of the one part and President of Pakistan _____ herein after referred to as the lessee (Which expression shall be deemed to include the assignees of the President of Pakistan) of the other part.

2. WHEREAS the said lesser is the owner and in possession of and has agreed to give on lease a _____ storied House/Bungalow on plot. _____ Measuring _____ Sq.Ft's. and the lessee has agreed to take on the lease for a period of _____ year/years the said bungalow consisting of **as per rent assessment report w.e.f** _____ at the monthly rate of _____ Rupees/- _____) Herein after called the said premises for the office / residential accommodation of the officer of the lessee.

3. The lesser hereby covenant with lessee as follows:-

- i. The lesser will pay all rates, taxes and assessment including urban property taxes etc. as assessed and revised on the said premises by Government or Municipal authority or any other local Provincial or Central Authorities.
- ii. The lesser shall take over peaceful possession of the said premises after the expiry of the lease period if it is so desired by the Government, if the lesser fail to take over the premises, the Government Chowkidar will be posted in the premises at his own cost.

4. The Lessee do hereby covenant with the lesser as follows:-

- i. The Lessee shall not carry out any alternations or additions to the premises or demolish any part thereof, without the consent of the lesser and the Ministry of Housing and Works in writing, except not Structural repairs these to including minor repairs to sanitary, water and electrical installations which shall be responsibility of the lessee.
- ii. The lessee shall deliver peaceful and vacant possession of the said premises after the expiry of the lease period in the original condition handing over the peaceful possession.

5. And is also hereby covenanted between the lesser and the lessee as follows:-

- i. Whenever the said premises or any essential part thereof is destroyed or damaged by fire, earthquake, war, civil disturbance or any other natural calamity or due to faulty constructions so as to make it unfit for further tenancy, the lease should stand terminated at once. If such damage or destruction is caused by the lessee then? The lessee shall be required to hand over peaceful possession of the premises in the condition it took possession of it!
 - ii. The Opinion of the lessee that the premises or part thereof have become unfit for further tenancy shall be final.
 - iii. If for the reasons stated in sub-Para i) the premises are partially damaged, the lease shall be terminable on the part of the lessee by 30 days notice.
 - iv. Ministry of H&W may terminate a lease agreement in public interest due to change in Government Policy by giving 30 days notice to the owner.
 - v. No rent shall be payable to the lesser from the date of such termination of the lease, and lesser shall refund to the lessee the unadjusted portion of the advance rent paid. If he does not do so the matter shall be referred to an arbitrator Secretary Law and Justice, or his nominee who shall be the sole arbitrator, the award given by the arbitrator shall be final and shall be acceptable to the lesser and the lessee both.
- 6. THE LEASE as well as the lesser do hereby irrevocably commit themselves not to dispute or raise any objection to the agreed amount of rent and the terms and conditions of this lease through the lease period.**
- 7. IN WITNESS WHERE OF THE lesser and the lessee have executed this indenture of and here into subscribed their names and set their respective seal as the date first above written.**

FOR AND ON BEHALF OF:

Witness:

1. _____

Address _____

NIC No. _____

Ministry of Housing & Works

Lessee

2. _____

Address _____

NIC No. _____

Owner

Lesser

Government of Pakistan
Ministry of Housing & Works

RENT ASSESMENT REPORT

Hiring of : _____

1. To be hired for (Name of F. G. S & Designation with BPS) _____

2. Owner's Name and address: _____

3. Rent Demand: _____/- P. M. 4. Negotiated Rent: _____/- P.M.

5. Rent Entitlement: _____/- P.M

• **ACCOMMODATION IN THE HOUSE:**

- | | |
|--------------------------------|--------------------------------|
| (i) Covered Area _____ Sq. ft. | (ii) Entitled Area _____ |
| (iii) Mumty _____ | (iv) Drawing/Dinning _____ |
| (v) Bedrooms _____ | (vi) Bathrooms _____ |
| (vii) Kitchen _____ | (viii) Lounge _____ |
| (ix) Open area _____ | (x) Garage/Car Porch _____ |
| (xi) Servants quarter _____ | (xii) with W.C. and bath _____ |

➡ **AMENITIES:**

- | | |
|--|-------------------------------------|
| (a) Electric Connection (Separate/Joint) _____ | (b) Ceiling Fans _____ |
| (b) A/C (Window Split) _____ | (d) Electric Motor/Water Pump _____ |
| (c) Water Connection _____ | (f) Tel. Phone Connection/Set _____ |
| (g) Gas Connection (Separate/Joint) _____ | (h) Gas Burner _____ |
| | (h) Geyser (Electric/Gas) _____ |

Shortage (if any) _____

The Assessment Committee recommends the hiring of house as a residence at a monthly rent of Rs. _____/- p.m. as per entitlement of the F.G.S.

Section Officer (Policy)
Member/Secretary

Section Officer (E-VI)
Member

Deputy Secretary (Estate)
Chairman