



## RENTING OF ASKARI COLONIES HOUSES

- Landlord / Landlady will apply to Assistant Director Housing / Deputy Assistant Director Housing and Resident Executive Committees / Station Headquarters for handed over Colonies along with a copy of the Allotment Letter, National Identity Card and Certificates.
- On receipt of letter from Landlord / Landlady, Assistant Director Housing / Deputy Assistant Director Housing will write a letter to the concerned Station Headquarters seeking **No Objection Certificate (NOC)**.
- The concerned Station Headquarters will obtain **No Objection Certificate** from Garrison Headquarters and forward to Assistant Director Housing / Deputy Assistant Director Housing.
- Before submission of request for No Objection Certificate to Station Headquarters, Assistant Director Housing / Deputy Assistant Director Housing (Askari Colonies) concerned will receive tenant registration certificate and interview the tenant in order to ensure that undesirable elements are not accommodated in Askari Colonies and forward Certificate with complete documents to concerned Station Headquarters. Residents Executive Committees will hold interview in case of Station Headquarters Administered Colonies.
- The landlord / landlady shall not sublet or rent out part / portion of house.
- Draft Agreement on Rs 100/- Stamp Paper will be prepared by the landlord / landlady and counter signed by Assistant Director Housing / Deputy Assistant Director Housing. 3 x copies will be prepared as under :-
  - ❖ Original Copy                      Owner
  - ❖ Duplicate Copy                    Tenant
  - ❖ Triplicate Copy                    Assistant Director Housing /  
   Deputy Assistant Director Housing
- On producing **No Objection Certificate** issued by Station Headquarters, Management will allow the luggage to move inside Askari Colonies.
- On vacation tenant will get Clearance Certificate from office of Assistant Director Housing / Deputy Assistant Director Housing that he has cleared all Colony dues of the Colony, Electricity, Sui Gas bills and the Monthly Subscription etc.
- On producing this Clearance Certificate at the gate he will be allowed to shift his luggage out of the Colony.
- Owner will have to inform Resident Executive Committee / management at the time of renting out of Askari Houses / Apartments and agreement must be registered with respective Resident Executive Committee / management.



