



ISLAMIA COLLEGE, PESHAWAR

KHYBER-PAKHTUNKHWA, PAKISTAN

Tel: +92-(0)91-9222036 Fax: +92-(0)91-9216432

Url: www.icp.edu.pk Email: registrar@icp.edu.pk

Attested
Picture

APPLICATION FOR GRANT OF HOUSE REQUISITION

1	Applicant Name (In block letters)	
2	CNIC Number	
3	Father's Name	
4	Husband's Name (If applicable)	
5	Wife's Name (If applicable)	
6	Husband's Occupation (If applicable)	
7	Nature of post whether Gazetted or Non-Gazetted	
8	House no. & location	
9	Affidavit regarding self-occupancy on stamp paper (Rs.200/-)	
10	Affidavit regarding service status of spouse on stamp paper (Rs.200/-) (Annexure-A)	
11	Phone # Mobile / Office / Residency	
12	Rent Deed (2 copies)	
13	Attach pay slip	
14	Limit Certificate from department concerned (2 copies)	
15	I do hereby solemnly confirm and verify that the contents of the above application are true and correct to the best of my knowledge and belief and that I have concealed nothing.	_____ (Signature)
16	I know that in the event of making a willful miss-presentation of facts I shall be liable to be proceeded against under the Efficiency & Discipline Rules.	_____ (Signature)
Dated: _____/_____/2023		_____ (Applicant's Signature) Department/Section _____ Designation with Grade _____
For office use only:		
Superintendent (Estt): _____		(Signature)
Registrar: _____		(Signature)
Vice-Chancellor: _____		(Signature)

REQUIREMENT FOR HOUSE REQUISITION

1. Application form alongwith covering letter from HOD.
2. Attested picture (passport size).
3. Attested photo copy of CNIC (employee & house owner).
4. Intiqal / Registry / Transfer deed attested by the concerned department.
5. Fard Number (issued within last 03 months) attested by the concerned department.
6. Drawing Paper / Map (Approved from the concerned Town/PDA/Department).
7. Limit Certificate (02 Nos) from the concerned Town/PDA/Department:
 - Original & one attested photo copy.
8. Willingness certificate by owner of house on prescribed paper (available with form).
9. Over & Above certificate by employee on prescribed paper (available with form).
10. Affidavit (03 Nos) worth Rs.200/- each as mentioned bellow:
 1. *Affidavit (Urdu) by sectional / departmental head regarding spouse occupation.*
 2. *Affidavit (English) by employee regarding occupancy of house.*
 3. *Lease agreement by employee & house owner complete in all respect, duly countersigned by the Registrar, Islamia College Peshawar.*
11. Pay slip.
12. Service certificate.

-End-

ISLAMIA COLLEGE PESHAWAR

WILLINGNESS CERTIFICATE

It is hereby declared that I am willing to rent out my House No. _____ situated at _____, Peshawar to Mr./Ms. _____ on monthly rent of Rs. _____/- for a period of one year with effect from _____ to _____, and he / she is residing in the same house alongwith family, since _____ (i.e. date of first lease agreement / hiring).

Dated: / /20

Signature of the house owner: _____

Name: _____

Father Name: _____

Address: _____

Mobile No: _____

Bank Account No: _____

Branch Address: _____

.....

ISLAMIA COLLEGE PESHAWAR

OVER AND ABOVE CERTIFICATE

I _____ hereby, undertake that, I shall pay the amount over and above to my entitlement to Mr. / Ms. _____ (owner of the requisitioned house to be occupied by me).

Dated: / /20

Signature of official: _____

Name of employee: _____

Designation: _____

Department/Section: _____

Mobile No: _____

LEASE AGREEMENT

This lease agreement is made at Peshawar on _____, between _____
CNIC No. _____ (herein after referred to as the Lessor of the One Part), which expression shall where the context so
admits include his heir's executors, administrators and assigns of the one part.

AND

Name and designation of the official, Islamia College University (Lessee) Mr./Mrs. _____,
Islamia College Peshawar (herein after referred to as the Lessee of the Other Part), which expression shall where the context so admits
include his heirs, executors and assigns of the second Part.

WHEREAS, the Lessor is the true and lawful owner of the house No. _____, situated at _____.
The Lessor is willing to rent-out and the Lessee is willing to accept the said house on rent on the following terms and conditions.

1. That the lease deed will be for one year commencing from _____ and ending on _____. However Lease agreement can be further extended with written consent of both the parties with 10% annual increase in rent.
2. That monthly rent is Rs. _____ /- (**Rupees: _____ only**), which shall be paid on monthly advance basis each time.
3. That Lessee has paid Rs. _____ /- (_____) initially as per lease agreement referred above as security deposit, which will be refunded to the lessee by the Lessor after peaceful vacation of the house and also after the payment of all the Utility Bills like Electricity, Gas, Telephone and Water Charges. Moreover the damages / breakages caused by the tenant will be repaired by the Lessee at his own cost/expenses before handing over the said house to the Lessor.
4. That during the stay at the demised premises; the security deposit will not be adjusted against the pending rent/any other expenditure concerning the said house.
5. That the Lessee will not make any structural additional/alteration in the demised premises without the written consent of the Lessor.
6. That the Lessee with pay regularly all the dues for the consumption of Gas, Electricity, Telephone and Water Charges to the concerned department during the period of lease/stay in the demised premises.
7. That the Lessee will keep the demised premises in good condition.
8. The Lessor and the Lessee with express by covenants that they with expressly have the rights and liabilities under the principles provided in Section-108 of the transfer of the property Act (1982).
9. That the Lessee will utilize the demised premises for residential purposes only and will make the premises for inspection by owner on demand.
10. That on vacation the demised premises will be handed-over back to the Lessor and it will not be sublet to anyone else.
11. That either party can serve written notice one month in advance for vacation of demised premises.

WITNESSES

LESSOR

1) _____

(Name, signature, CNIC No, with full address)

(Name & signature with CNIC No, of the house owner)

LESSEE

2) _____

(Name, signature, CNIC No, with full address

(Name, design: & signature with CNIC No, of the official)

Countersigned

Registrar
Islamia College Peshawar

AFFIDAVIT

It is certified and declared that: I _____
Department of _____, Islamia College Peshawar
is residing in rented house No. _____ situated at
_____ Peshawar.

Whatever is stated above is true and correct to the best of my knowledge & belief.

Dated: / /2023

Name of employee: _____

Signature of official: _____

Designation: _____

Department/Section: _____

