

**SOP - RENTING OUT OF HOUSE / SHOP IN DHAB**

1. Application for renting house / portion with following documents will be submitted to DHAB resident committee:-
  - a. Lease agreement copy.
  - b. Details of tenant to incl permanent address, occupation.

However owner is also required to provide tenant details to local police station as per law. Certificate to this effect will be attached with application.

2. DHAB resident committee will recommend the NOC for renting a house / shop and will forward to Security Branch for issuance of NOC. In case of shop information will also be shared with Marketing Branch.
3. Security Branch will issue NOC along with copy of DHAB rules and regulation.