



**ALLAMA IQBAL OPEN UNIVERSITY  
DIRECTORATE OF ESTATE MANAGEMENT  
H-8, ISLAMABAD**

**APPLICATION FORM FOR HIRING OF ACCOMMODATION  
FOR OFFICE USE**

APPLICATION NO. \_\_\_\_\_ STATION \_\_\_\_\_

DIARY NO. \_\_\_\_\_ SECTION: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE:** (i) Fill the form in Capital letters  
(ii) Use only one box for one character as

A	B	C					
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(iii) Tick the relevant Box.  
(iv) Please write N.A. in the c

ATTESTED  
PHOTOGRAPH  
OF EMPLOYEE  
TO BE PASTED

**PART-I TO BE FILLED BY ALLAMA IQBAL OPEN UNIVERSITY EMPLOYEE**

**(A) GENERAL INFORMATION**

1. Name of the Employee \_\_\_\_\_  
2. Designation \_\_\_\_\_

3. BPS : \_\_\_\_\_  
(Regular)

4. Name of Department \_\_\_\_\_

5. N.I.C. No. \_\_\_\_\_ 8. Date of Birth: \_\_\_\_\_

6. Hiring Station: (a) Islamabad  (b) Rawalpindi  (c) Lahore  (d) Karachi  (e) Quetta   
(g) Peshawar  (h) Muzaffarabad

7. Sex: (a) Male  (b) Female  8. Marital Status: (a) Married:  (b) Unmarried:

9. Details of family members: (Additional sheet can be used for more than 7 members).

S. No.	Name	Relation	Age
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

10. Date of Appointment in AIU: \_\_\_\_\_ 11. Date of posting at present-station: \_\_\_\_\_

**(B) PARTICULARS OF ACCOMMODATION ALREADY ALLOTTED TO AN EMPLOYEE OR SPOUSE**

12. House/Flat No: \_\_\_\_\_ Block No: \_\_\_\_\_ Street No: \_\_\_\_\_ Sector \_\_\_\_\_  
Mohallah: \_\_\_\_\_ City: \_\_\_\_\_

13. Status of house: (a) Govt. owned:  (b) Hired house:  14. Date of Occupation: \_\_\_\_\_

15. Expected date of vacation/vacated the present accommodation on: \_\_\_\_\_

16. Spouse Occupation: (a) Govt. Job  (b) Private Job  (c) No Job

17. If case of Government Job (Please Fill the Following)

- (a) Designation
- (b) BPS
- (c) Department
- (d) Already Availing Housing Requisition Facility:
- (a) Yes  (b) No.

18. Relation with owner: (a) Self  (b) Husband/Wife  (c) Father/Mother  (d) Son/Daughter  (e) No

**(C) HOUSES OWNED BY EMPLOYEE (self) /FAMILY AT PLACE OF POSTING**

19. House/Flat No:  Block No:  Street No:  Sector   
 Mohallah:  City:

20. Relation with owner: (a) Self  (b) Husband/Wife

21. Agreement Period: One Year Advance  Six Month Advance  Arear

21. Please ensure that the ONE COPY of following documents have been attached with application in the following order duly attested.

	Yes	No
(a) Vacation report of previous house:	<input type="checkbox"/>	<input type="checkbox"/>
(b) Copy of N.I.C. of allottee (Employee):	<input type="checkbox"/>	<input type="checkbox"/>
(c) Copy of N.I.C. of Owner of house:	<input type="checkbox"/>	<input type="checkbox"/>
(d) Copy of ownership documents/Power of attorney:	<input type="checkbox"/>	<input type="checkbox"/>
(e) Copy of Map of house:	<input type="checkbox"/>	<input type="checkbox"/>
(f) Copy of last pay slip & last pay utility bills (WAPDA & SNGPL):	<input type="checkbox"/>	<input type="checkbox"/>
(g) Photo pasted:	<input type="checkbox"/>	<input type="checkbox"/>

**(D) UNDERTAKING OF ALLAMA IQBAL OPEN UNIVERSITY EMPLOYEE**

I Mr./Mrs./Miss.   
 Son/Daughter/Widow of

do hereby undertake that: -

**(e) Non provision of accommodation by Directorate of Estate Office AIOU:**

I am not allotted/in occupation of any Govt. owned/hire accommodation, except following houses/flat No..... which I have vacated on ..... or am vacating on ..... I own a house in my place of posting in the name of ..... Which was purchase/ constructed on .....

**(f) Adherence to the conditions of hiring procedure:**

The house will be hired if it is found complete in all respects as per consent signed by the owner and will thereafter be assessed by the Lease Deed Verification Committee (LDVC) AIOU in accordance with the Government instructions on the subject. I also understand that the rent of the house assessed by the LDVC /owner's demand or my rental ceiling which ever is less. The payment to the owner cannot be made by the AIOU until or unless the owner has produced ownership documents etc. and he/she (owner) has signed the lessee agreement with the Concerned Office.

**(g) Payment of difference of rent:**

I shall pay the difference of rent between the rent sanctioned by AIOU (DEM) and my entitlement to meet the owner's demand to him and that the AIOU(DEM) shall not be a party in this transaction

**(d) Payment of rent to owner in case of non-hiring**

If for any reason the house is not hired by the AIOU even if I have been allowed to occupy it. I shall be responsible for payment rent to the owner. Thus, I assume entire responsibility whatsoever in this regard

(e) **Handing over of possession of house/flat on vacation**

At the time of vacation of the house, I shall hand over the house directly to the owner in accordance with the inventory signed by me at the time of taking over of possession of the house further undertake that I shall pay for any breakages/damages cost to the property and utility bills for the period of my occupation of house.

(f) **Non sub-letting of accommodation**

I shall no sub-let residence or the out houses attached thereto. For the breach of any rules or conditions of allotment I take to abide by any decision given by the competent authority.

I certify that the information given above is correct to best of my knowledge and belief, I agree to abide by the rules framed or who may be framed by AIOU for hiring of Accommodation.

Dated: \_\_\_\_\_

Signature of Employee. \_\_\_\_\_

**TO BE FILLED BY THE OWNER****(a) GENERAL INFORMATION**

- (i) Name of owner:
- (ii) Legal position: (a) Self:  (b) Attorney  (c) N.I.C No:
- (ii) Postal Address:
- (a) House/Flat No:  Block No:  Street No:  Sector:
- Mohallah:  City:
- (b) Telephone No: (OFF)  (RES)
- (iv) Bank A/C No: (a) PLS A/C  OR Current A/C
- (c) Name of Bank:
- (d) Branch:  (e) City:
- (v) Three Specimen Signature: \_\_\_\_\_

**(b) CONSENT OF THE OWNER: (This is not required in case of self hiring)****(i) Rent demanded**

I Mr./Miss/M/s.   
 Owner of house/flat No. \_\_\_\_\_  
 do hereby given my consent to rent out my house to Mr./Miss/Mrs. \_\_\_\_\_  
 at a monthly rent of Rs. \_\_\_\_\_ with \_\_\_\_\_ year(s)  
 advance rent.

**(ii) Status of difference of rent.**

If the rent demanded by me is higher than the rent sanctioned by the AIOU (DEM), the difference shall be payable by the above official direct to me. The AIOU (DEM) shall not be a party in this transaction. Moreover, I shall never claim the difference of rent from the University.

**(iii) Period of lease agreement.**

I shall execute lease agreement for a period of \_\_\_\_\_ years at the rates sanctioned by the University.

**(iv) Refund of advance rent.**

In case the house after having been hired by the AIOU is vacated by the above-mentioned official during the currency of agreed lease period, I shall refund the balance of advance rent, It any outstanding for the remaining period in order to the get back the possession of the house/flat. If I fail to make this refund the authority may utilize the house for another employee for the residual period on the rent as agreed by me in the lease agreement.

**(v) Condition of house**

It is hereby affirmed/declared that the house is complete in all respects and full habitable. If, it is not found so on inspection, the permission of occupation allowed by the authority shall automatically stand withdrawn.

Signature of owner: \_\_\_\_\_

Date: \_\_\_\_\_