

➤ **REQUIREMENT FOR RENEWAL OF LEASE**

1. APPLICATION LETTER
2. COPY OF OLD LEASE DOCUMENT
3. COPY OF ANY NATIONAL ID
4. 2 PASSPORT PICTURES
5. NON REFUNDABLE PROCESSING OF GHC 700

➤ **REQUIREMENTS FOR CONSENT TO ASSIGN AND RENEWAL OF LEASE.**

1. APPLICATION LETTER
2. DEED OF ASSIGNMENT
3. COPY OF LEASE DOCUMENTS
4. COPY OF ANY NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PICTURES OF BOTH PARTIES
6. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO SUB-LEASE**

1. APPLICATION LETTER
2. COPY OF LEASE DOCUMENTS
3. SUB LEASE AGREEMENT
4. COPY OF ANY SIGNED NATIONAL ID OF BOTH PARTIES

5. 2 PASSPORT PICTURES OF PARTIES

6. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST & RENEWAL OF LEASE.**

1. APPLICATION LETTER

2. LETTER OF ADMINISTRATION OR WILL & PROBATE

3. VESTING ASSENT

4. COPY OF LEASE DOCUMENT

5. COPY OF ANY NATIONAL ID OF BENEFICIARIES

6. 2 PASSPORT OF BENEFICIARIES

7. NON REFUNDABLE PROCESSING FEE OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO VEST & SUB-LEASE**

1. APPLICATION LETTER

2. LETTERS OF ADMINISTRATION OR WILL OR PROBATE

3. COPY OF LEASE DOCUMENTS

4. VESTING ASSENT

5. SUB-LEASE DOCUMENT
6. COPY OF ANY SIGNED NATIONAL ID OF BENEFICIARIES AND THE ASSIGNEE
7. 2 PASSPORT PICTURES OF BENEFICIARIES AND THE ASSIGNEE
8. NON REFUNDABLE PROCESSING OF GHC 700

➤ **REQUIREMENT FOR VEST AND LEASE DOCUMENT.**

1. APPLICATION LETTER
2. LETTER OF ADMINISTRATION OR WILL OR PROBATE
3. VESTING ASSENT
4. COPY OF LEASE DOCUMENTS
5. COPY OF ANY NATIONAL ID OF BOTH PARTIES
6. 2 PASSPORT PICTURES OF BOTH PARTIES
7. NON REFUNDABLE PROCESSING OF PROCESSING OF GHC 700

➤ **REQUIREMENT FOR CONSENT TO ASSIGN & RENEWAL OF LEASE.**

1. APPLICATION LETTER
2. DEED OF ASSIGNMENT
3. COPY OF LEASE DOCUMENT
4. COPY OF ANY NATIONAL ID OF BOTH PARTIES
5. 2 PASSPORT PICTURES OF BOTH PARTIES
6. NON REFUNDABLE FEE OF GHC 700

➤ **REQUIREMENT FOR LEASE DOCUMENT**

1. APPLICATION LETTER
2. COPY OF ANY NATIONAL ID
3. 2 PASSPORT SIZED PICTURES
4. NON REFUNDABLE PROCESSIN FEE OF GHC 700