

	Attachments	Provided By	Responsible Staff for Attachment	
1	ID of the Owner(Original and Copy):	Owner	HLP Officer	
	a. Identification Card (Nfus).			
	b. Passport			
	c. Other ID			
2	Nationality(Jnsya) of the Owner(Original and Copy)	Owner	HLP Officer	
4	National ID of the Tenant(Male) (Original and Copy)	Tenant(Male)	Technical Team	
6	National ID of the Tenant (Female) (Original and Copy)	Tenant(Female)	Technical Team	
7	UNHCR Registration ID of the Tenant family(Original and Copy)	Tenant(one of them)	Technical Team	
8	Letter of Approval for NRC's Project(Medium Scale Upgrade Project), from the Governor of Erbil(Copy)	HLP Officer	HLP Officer	
9	Description of the Premises List and Site Plan	PC/Technical Team	PC/Technical Team	
10	Proof of Ownership(Original and Copy):	Owner	HLP Officer	
	a. Title-Deed			
	b. Electricity Bill			
	c. Support Letter from Sub-District Manager			
	d. Support Letter from Mukhtar			
	e. Support Letter from Sub-District/Village Council			
11	Rent-Controlled Lease Agreement(s) between the Owner and the Tenant(s)	HLP Officer/PC	HLP Officer	
12	Technical Standards, Bill of Quantities and Scope of Work	PC/Technical Team	PC/Technical Team	
13	Additional Items/ List of Existing Mobile Items	PC/Technical Team	PC/Technical Team	
14	Receipt for the payment of the Rent	Technical Team	PC/Technical Team	
15	Power of Attorney(if available) (Original and Copy ratified in the Notary Public Office)	The represented Person	HLP Officer	
16	Other			

- The Documents have to be new and clear writing without any ambiguous or suspicious about the true of them.