

# **Renew Rental of Assets and Vacant Spaces**

## **About the Service**

This service enables parties leasing spaces or assets belonging to EHS to renew the rental of such spaces or assets, for investment or operation in commercial activities, such as flooring, shops, printing offices, gift kiosks, etc.

## **Service Process**

- The tenant submits a letter requesting renewal of the lease by the medical facility. Any modifications to the contract should be accompanied by the relevant documents
- The letter should be submitted directly to the EHS's Finance & Budgeting Department at the Customer Happiness Center in Dubai
- The EHS team concerned reviews the application and verifies the required documents (should the contract have been modified)
- Should the application meet the renewal requirements, the tenant will be notified of the amendments, if any
- Should the tenant agree to the amendments, he or she will then sign the contract
- Where there are no amendments, the contract will be automatically renewed

## **Required Documents**

- Copy of current lease contract
- Copy of valid Trade License
- Copy of valid passport
- Copy of valid ID card
- Contract renewal letter (in case of any amendments)

## **Conditions & Requirements**

1. EHS is required to advise a tenant of any amendments to the terms of a contract a minimum of two months before the end of the contract in order to obtain the tenant's approval
2. If either party (EHS or the tenant) are not notified of changes two months before the end of a contract, the contract will be automatically renewed with the same rental value and the same terms and conditions

## **Service completion duration**

- 15 days

## **Service Fees**

Free

## **Service channels**

Service Delivery Centers

## **Service locations**

- EHS Head Office

**Target audience**

- Investors and businesses looking to invest in commercial activities

**Department name**

Finance & Budgeting Department

**Sector name**

Finance & Support Services Sector

**Main Service**

Asset and Space Rental

**Service Code**

400-25-001-001

**Service Type**

Commercial

**Sub Service Type**

Auxiliary

**Service Classification**

Partnerships for the goals