# Lizhibowa logo

# **RESIDENTIAL TENANCY APPLICATION FORM**

## Details of Premises

Premises sought……………………………………………………………………………………………………………

Number of bedrooms required…………………………………………………………………………………………….

Date premises required…………………………………………………………………………………………………….

Affordable rent/month……………………………………………………………………………………………………...

### Personal Details

Surname……………………………………………...………… Forenames…………………………………………………...

I. D. /Passport/Driver’s license no.…………………….’……… Date of birth………………………...………………………

Age.………………………………………… Sex………………………….. Marital status……………...………………….

Ages of children………………………………………………………………………………………………………………....

Present residential address………………………………………………………………………………………………………

Applicant’s present landlord...……………………….………………………………………………………………………….

(Mobile #) …………………………………………………. E-mail Address……………………………………………….

Applicant’s contact details: Tel………...................…………(B)……………........………. (H)…………….......……

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**3. Next Of Kin.**

Surname……………………………………………………. Forenames………………….…………………………………

I.D /Passport/Driver’s license No……………………………………………...………………………………………………...

Date of birth ………………………………………………. Age………………...…………………………………………….

Sex……………… Marital status…………………. Relationship to applicant……………...………………………………….

Residential Address………………………………….……………………………………………………………………………

Contact details: Tel No…………….……... (B)…………...……………………... (H)…...………………………………

(Mobile #) …………………………………………. E-mail………………………………...…………………………………...

Employer’s name & address………………………………………………………………………………………………………

**NB: Attach the following**

* **Confirmation letter of employment from employer**
* **Proof of income (at least 3 months bank statement or payslip)**
* **Copy of National Identification Document**
* **Spouse’s copy of National Identification Document**
* ***Certificate of incorporation, 3 months bank statement, Directors` copies of National Identification, Directors` proof residence, Supporting letter on company lettehead (for corporate applicants)***

### 4. Details of Employment.

Applicant’s occupation…………………………………………………………………………...…………………………………

Employer’s name & address: ………………………………………………………...…………………………………………….

Gross monthly salary……………………………………………… Net Monthly salary……………………...…………………...

Spouse’s name ……………………………….……… Spouse’s employer.………………………………………………......

Spouse’s contact tel. No. (B)…………………………………… (H)…………………………………………….………...

Spouse’s Gross monthly salary………………………… Net Monthly salary…………………...…………………

If employed for less than 3 years, name and address of previous employer…………………………………………………..........

**5. Credit References**

Name…………………………………………………………………………………...……………………………………………

Address……………………………………………………………………….……………………………………………….........

Tel No………………………………………... Account No…...………………………………………………….………...

Bankers……………………………………… Bank Account No………………………….…………………….…… …..

Guarantor’s Name………………………………………………………………………………….………………………………

Guarantor’s Employer.………………………………………………………………….…………………………………….........

Guarantor’s I D.……………………………………………………………………………………...……………………………...

Guarantor’s Residential Address………………………………………………….………………………………………………...

Contact Tel No. (B) ……………… (H)………………… Cell:………………… E-mail:………………………………………..

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**5. SURETYSHIP**

1. I ……………………………………ID NO………………………………………. of…………….........................................

……………………………………………………………………………………….do hereby declare myself as guarantor

For ……………………………………………………………for any liability that he/she may incur in respect of his or her

Tenancy at Number ………………………………………………………………….………… until termination of the lease.

Signed ………………………………... Date ……………………………………………………………………………….

1. I ……………………………………ID NO………………………………………. of…………….............................

……………………………………………………………………………………….do hereby declare myself as guarantor

For ……………………………………………………………for any liability that he/she may incur in respect of his or her

Tenancy at Number ………………………………………………………………….………… until termination of the lease.

Signed ………………………………... Date …………………………………………………………………………….

**NB: Guarantors must please attach the following:**

1. **Copies of identification document**
2. **Proof of residence**
3. **Contact details**
4. **Signed confirmation letter of suretyship**

**Please note that guarantor can be anyone else other than applicant’s spouse.**

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#### 6. Declaration

I certify that the above information is correct and I understand that after I have signed an Agreement of Lease for the above premises, such Agreement still has to be signed by or on behalf of the owners of the premises and before it is so signed, the Landlord reserves the right to cancel the Agreement if (a) any of the above information should prove false, OR (b) in the owner’s opinion, my references should prove unsatisfactory OR (c) the property should no longer be available. Please note that a guarantor will be required to sign a suretyship agreement before any lease is granted.

##### Applicant’s Signature………………………………… Date………………………………………… ……………….

#####  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lizhibowa Real Estate (Private) Limited

5 Brentwood Avenue

Mt Pleasant

**HARARE**

Date………………………………….

Dear Sir/Madam,

**RE: GUARANTOR’S LETTER**

I.........................................................ID................................... Contact No…………………………... …………………..of

...................................................................................................................................... do hereby declare myself as guarantor

for.................................................... in respect of rent, utility bills and/or any other bills that he/she may incur in respect of

his/her tenancy at .................................................................................................................... until they vacate the premises.

Yours faithfully,

**GUARANTOR**

##### For Office Use Only

1. Reference Checks:
2. Credit checks……………………………………………………………………………………………………………………….
3. Rental accounts checks……………………………………………………………………………………………………………..
4. Trade reference………………………………………………………………………………………………..................................
5. Before each and every tenant is given keys to occupy premises the following **checklist** needs to be checked:
6. Incoming tenant pays all the amount of money required as per lease.
7. Incoming tenant signs the lease.
8. MD signs the incoming tenant lease.
9. Incoming tenant’s inspection report done and signed for on file.

Application checked by………………………………………… Date:.………………………………….

Managing Director’s Approval: ………………………………………………. Date:…………………………………………………..