# Lizhibowa logo

# **COMMERCIAL TENANCY APPLICATION FORM**

## Details of Premises

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

Size of Premises required…………………………………………………………………………………………….

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

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

### Applicant Company Details

Company name (please attach certificate of incorporation) ………………………….………………………...

Company Registration Number….……………………………………………………………………………...

Date of Registration……………………………………………Period in Operation…...……………………...

Current Physical Address……………………………………………………………………………………....

…………………………………………………………………………………………………………………

Applicant’s other contact details: Contact Name……………………...Tel……………… Cell……………...

E-mail……………………………………………………….………………………………………………….

Applicant’s Current Landlord...……………………………………………………………………………….........

### Details Of Business:

Applicant’s Business………………………………………………………………………………………………...

Gross Annual Turnover………………………………… Net Annual Turnover………………………….….........

1. **Credit References**

Creditor’s Name……………………………………………………………………………………………………...

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

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

#### Declaration

We certify that the above information is correct and we 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 agent/landlord reserves the right to cancel the Agreement if (a) any of the above information should prove false, OR (b) in the agent’s/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…………………………………………

**6. For Office Use Only**

Reference Checks:

1. Credit Bureau checks………………………………………………………………………………………….

1. Rental accounts check………………………………………………………………………………………….
2. Trade reference………………………………………………………………………………………………...

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

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

**NB: Attach the following:**

***Certificate of incorporation, 3 months bank statement, Directors` copies of National Identification, Directors` proof of residence, Supporting letter on company lettehead***

**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 they may incur in respect of their

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

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

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

#### 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………………………………………… ……………….

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##### 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:…………………………………………………..