“**ENTER AGENCY NAME HERE”**

**APPLICATION FORM FOR RESIDENTIAL AND COMMERCIAL PREMISES.**

**{1} APPLICANTS DETAILS / INFORMATION:**

1. FULL NAME: MR,MRS,MISS,DR…………………………………………..
2. DRIVERS LICENSE NUMBER……………………………………………..
3. PASSPORT NO……………………………………………………………….
4. IDENTIFICATION NUMBER……………………………………………….
5. POSTAL ADDRESS…………………………………………………………
6. CELL PHONE NO……………………………………………………………
7. ALTERNATIVE CONTACT…………………………………………………
8. NATIONALITY……………………………………………………………….
9. EMAIL ADDRESS……………………………………………………………

**{2} EMPLOYEMENT STATUS:(TICK WHERE APPROPIATE)**

1. STUDENT ( )
2. EMPLOYED ( )
3. SELF-EMPLOYED ( )

**NB:**

1. **IF EMPLOYED:**
2. Employer’s Name………………………………………………………….
3. Occupation/Position at work…………………………………………….....
4. Place of work /Address…………………………………………………….
5. **IF SELF EMPLOYED:**
6. Name of the business……………………………………………………..
7. Nature of the business…………………………………………………….
8. Place/Location of the business……………………………………………
9. **IF STUDENT:**
10. Parent/Guardian’s name…………………………………………………
11. Parent/Guardian Phone Number………………………………………….

**{3} PROPERTY DETAILS/ INFORMATION**

1. TYPE OF PREMISES DESIRED/ ACQUIRED…………………………………
2. PURPOSE / USE OF THE PREMISES:
3. Residential ( )
4. Commercial ( )

**IF COMMERCIAL:(TICK AS APPROPIATE):**

1. LIMITED LIABILITY COMPANY ( )
2. PARTNERSHIP ( )
3. SOLE PROPIETORSHIP ( )

**-IF LIMITED COMPANY, PLEASE ATTACH THR INCORPORATION/ REGISTRATION CERTIFICATE.**

**-IF PARTNERSHIP PLEASE ATTACH REGISTRATION CERTIFICATE AND PARTNERSHIP DEED.**

**3.** PROPERTY PHYSICAL ADDRESS/LOCATION:………………………………………

**4**. AMOUNT OF RENT:………………. SECURITY DEPOSIT…………………………….

**5**. DESIRED MOVING DATE…………… ….DESIRED UNIT…………………………

**6**. LANDLORD/LANDLADY NAME:……………………….FILE NUMBER……………

**{4} PERSONAL REFERENCES:**

Please provide one or two referees that **“Enter Agency Name Here”** can contact.

**N/B *Referees can be a friend, co-worker, your employer or someone who you are well acquainted with.***

1. FULL NAME………………………………..CONTACT……………………..

RELATIONSHIP…………………………….ADDRESS…………………….

1. FULL NAME……………………………….CONTACT……………………..

RELATIONSHIP……………………………ADDRESS……………………..

**{5} DECLARATION:**

1. By signing this application, I acknowledge and confirm that the information provided about me on this document is accurate { to the best of my knowledge }, complete and not misleading. I have agreed and understood that in the event of my default on the rental payments/ default by me in respect to covenants in my tenancy agreement with my agent (“**Enter Agency Name Here**”) then the information contained therein may be disclosed to debt collection agencies such as auctioneers, in order to recover money owed or to trace my whereabouts.
2. I will not carry out/ cause to be carried out any illegal activities or illegal business in the premises and that I undertake to personally be held accountable/ responsible for any such illegal activities carried out within the premise.
3. I undertake to pay all my rental payments on time without fail and further authorize the landlord/ agency namely (“**Enter Agency Name Here**”), to collect any item(s) from the premises equivalent to the outstanding rent and outstanding utility bills to serve as security for the unpaid rent and bills in the event that I am unable to raise the funds.
4. I will not hold the agency and its staff or landlord liable for any loss and damage for the items so removed.
5. I also undertake to pay water and electricity bills in full and in monthly basis.

**N/B**

1. **Rent is payable on or before the 5th day of each month in advance.**
2. **A penalty of Five Hundred Kenyan Shillings Only (Kshs 500/=) is payable for any rent paid later than the deadline indicated above.**
3. I acknowledge that I have read and fully understood the contents of this application.

**SIGNATURE OF THE TENANT:………………………………………………………**

**DATE:……………………………………………………………………………………..**

**OFFICIAL USE ONLY:**

**Field Officer in attendance:**

**Name:…………………………………………………………………………………………..**

**Signature:………………………………………………………………………………………**

**File Number:…………………………………………………………………………………..**