



Date\_\_\_\_\_

**APPLICATION FOR OFFICE/SHOP SPACE**

I/We \_\_\_\_\_ do hereby wish to apply for

Office space at Premises: . \_\_\_\_\_

Floor: \_\_\_\_\_ Sq.ft. \_\_\_\_\_ Street/Road \_\_\_\_\_

With effect from \_\_\_\_\_

**I/We commit to abide with all terms and conditions to be spelt out by the landlord in respect to the space offer.**

**My/Our full particulars are as follows:-**

Names \_\_\_\_\_

Trading as \_\_\_\_\_

P.O Box \_\_\_\_\_ Postal Code \_\_\_\_\_ Town \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

Currently Based At \_\_\_\_\_

**Nature of Business (Describe briefly the nature of business)**

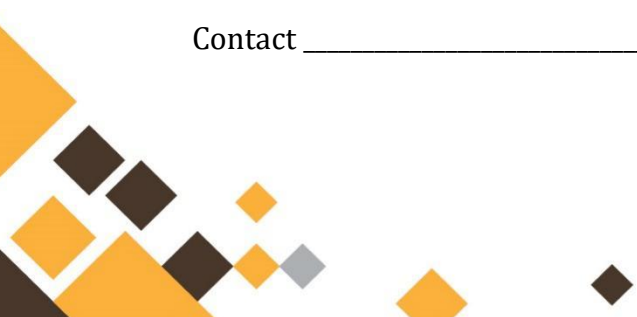
\_\_\_\_\_  
\_\_\_\_\_

***The following persons shall act as my/our guarantors to the lease agreement and shall individually guarantee the same (Attach copies of Identification Cards)***

1) Name \_\_\_\_\_

P.O. Box \_\_\_\_\_ Postal Code \_\_\_\_\_ Town \_\_\_\_\_

Contact \_\_\_\_\_





2) Name \_\_\_\_\_

P.O. Box \_\_\_\_\_ Postal Code \_\_\_\_\_ Town \_\_\_\_\_

Contact \_\_\_\_\_

Attached please find the following documentations:-

1. (a) Bankers information:- (Attach bank statements for the last three months)

Name \_\_\_\_\_ Branch \_\_\_\_\_

Address \_\_\_\_\_

(b) Current Landlord's information

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Contact Person \_\_\_\_\_

2. Certificate of Business Registration / Incorporation for the Business or Company

3. Memorandum of Association/ Articles of Association

4. CR12

5. Business Pin

6. Copy of Guarantors Identity Card and Pin Certificate

7. Annual Company returns and proof of having filed the same

Looking forward to receiving your letter of offer for the space

Yours faithfully

.....

**SIGNED**

**For official use only**

*Space given on date ..... at a Rent rate p.s.f of Kes..... And a Service*

*Charge rate p.s.f of Kes.....*