



REAL ESTATE AGENCY-ZAMBIA

"Helping You With Your Real Estate Needs"

TENANT APPLICATION FORM

- ESTATE AGENTS
- PROPERTY INVESTMENT ADVISORS
- LEGAL ADVISORS IN LAND MATTERS
- PROPERTY CONSULTANCY SERVICES
- PROPERTY MANAGEMENT/ADMINISTRATORS
- RENTAL ARREARS RECOVERY ADVISORY SERVICES
- PROPERTY DEVELOPMENT SERVICES
- TENANT LANDLORD DISPUTE RESOLUTION ADVISORY SERVICES
- FULLY FURNISHED OFFICE SPACES/VIRTUAL OFFICES
- BLOCK CHAIN /CRYPTO CURRENCY BASED REAL ESTATE INVESTMENT

CONTACT: +260 977-805045
+260 977-604424
+260 966-388525
+260 955-168754

E-mail: dkapalu@davikrealestate.com

Website: www.davikrealestate.com

TENANCY APPLICATION FORM

APPLICANT'S NAME: _____ **Date:** _____

Household/official company member information: complete the following for each household member/ official company member that will occupy the unit at time of move-in:

(for residential applicants only) (company applicants to outline key persons)

Item	Name	Relation to Applicant (Position in Company)	Sex(M/F)	Age
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Currency Address: _____

Primary Phone: _____ **Alternate phone:** _____ **Email address:** _____

Type

RESIDENTIAL

1st choice 1 BR 2BR 3 BR 4BR Other _____

2nd choice 1 BR 2BR 3 BR 4BR Other _____

Area

Thorn Park Kabulonga Rhodes Park Jesmodine Other _____

Office spaces 1 Offices 2 Offices 3 Offices 4 Offices Other _____

Warehouse space: 100 sqm 200 sqm 500 sqm 1,000 sqm Other _____

Shop space: 1 Shop space 2 Shop spaces 3 Shop spaces Other _____

Accommodation references:

List the **past 2** Accommodation References:

Landlords Name:	Address	Dates
1. _____ _____	_____ _____	From: _____ To: _____
Phone: _____		
2. _____ _____	_____ _____	From: _____ To: _____
Phone: _____		

House/Official Company

1. Current Occupation? Position Held?

2. Why do you want to move from your current residence/office?

Income Information:

Do you or anyone in your household receive or expect to receive income from:

1. Employment Wages or Salaries? Yes No

2. Regular payments from rental property or other types of transactions? Yes No

3. Any other income sources or types not listed above? Yes No

4. Your maximum rent budget per month _____

Asset information:

Do you or your business partner/ spouse/ business entity hold:

1. Bank account? Yes No

<u>Name</u>	<u>Bank or Financial Institution</u>	<u>Monthly Income</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Real Estate, rental property, or other real estate's holding? (this includes your personal residence, vacant land, farms, vacation homes or commercial property) Yes No

<u>Name</u>	<u>Address</u>	<u>Value Amount</u>
_____	_____	_____
_____	_____	_____

3. Do you or your business entity hold any insurance policy with any insurance company? Yes No

Insurance Company Name: _____

<u>Policy Name</u>	<u>Premium Value</u>
_____	_____
_____	_____

4. Do you or anyone listed above own a vehicle? Yes No

Vehicle identification:

1. Reg no. _____ Make/ Model/Year: _____
2. Reg no. _____ Make/ Model/ Year: _____

5. Are you already a member of the Landlords and Tenant Association of Zambia? Yes No

6. If not, which other professional association are you affiliated to?

Signature Clause:

I understand that the property owner is relying on this information to prove my eligibility for accommodation. I certify that all the information and answers to the question are true and correct to the best of my knowledge. I understand that providing false information or making false statements may be grounds for refusal of my application and /or eventual legal proceedings against me or the business entity.

I consent to have the property owner verify the information contained in this application for purposes of proving my eligibility for occupancy.

I understand that my occupancy is contingent on meeting the property owner's applicant selection criteria.

Signature

Date

Signature

Date

FOR OFFICIAL USE ONLY	
% score	Evaluation Date: _____ Date of Offer: _____
	Date of occupation: _____

Attachments (where applicable);

- i. Application Letter? Yes No
- ii. Copy of NRC Yes No
- iii. Introductory Letter from Employer Yes No
- iv. Certificate of Company Registration Yes No
- v. Company Profile Yes No
- vi. Recent Pay Slip/ Bank Statement. Yes No