



FEMI MARTINS CONSULT

ESTATE SURVEYORS AND VALUERS

NO. 69, EBITU UKIWE STREET JABI, ABUJA.

TELEPHONE NUMBER: 08066815391, 07054511069

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PROSPECTIVE TENANT'S ACQUAINTANCE FORM



A.

- 1. Full Name:**
- 2. Telephone Number:**
- 3. Email Address:**
- 4. Date Of Birth:**
- 5. Nationality/State Of Origin:**
- 6. Local Govt. Area/Hometown:**
- 7. Permanent Home Address:**
- 8. Occupation:**
- 9. Are You Self-Employed Or In Employment Of An Establishment?**
- 10. If Self-Employed, State Your Business Registration Certificate Number And Attach A Copy Of The Certificate:**
- 11. If Employed By Another Establishment, State The Name And Address Of Your Employer:**
.....
.....
- 12. How Long Have You Been On The Job?:**
- 13. Current Position Held:**
- 14. Nature Of The Job:**

B.

15. Former Residence:

16. State Specific Reason(s) For Moving Out of Former Residence:

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17. Number Of Years Spent at The Former Residence:

18. Name and Address of Former Landlord and Managing Estate Surveyors/Agents:

.....

.....

19. Proposed Date of Taking Possession:

1. Do You Have any Objections to reference being made to (16) above:

.....

2. Marital Status:

3. Full Name of Spouse:

4. Spouse's Occupation/Employment:

5. Number of People Intending to live in the Accommodation:

C.

6. Name and Address of the Next of Kin:

.....

D.

7. Name and Address of Two (2) Guarantors who must be Resident in Abuja and most preferably Civil Servants:

a. Name:

Address:

Occupation:

Telephone No:

b. Name:

Address:

Occupation:

Telephone No:

E.

8. Declaration by The Prospective Tenant

**I, do hereby
declare and state that all the information above are true and correct to the best of my knowledge
and belief and I accept to be held liable for any misrepresentation therein.**

Signature/Date

Name

PROCEDURE FOR LEASE

1. Inspection by intending Tenant or Agent
2. Intending **TENANT** must fill the Acquaintance Form.
3. There must be an offer and an acceptance in **Writing**.
4. The **FULL** rent must be paid.
5. At the time of payment the intending **TENANT** must be informed that:
 - (i) After payment of the Rent, in the event that the Tenant decides not to proceed with the transaction the Tenant shall not be refunded with the money spent on repairs, Professional fees (Agency and Legal fees) hence the rent paid shall only refunded if the property is subsequently “RE LET” to another Tenant.
6. Tenancy Agreement must be signed before handing over of keys.
7. Before handing over keys, inventory must be taken and signed by the tenant.
8. Agency fees, where and if applicable, can only be shared with other **AGENTS/SURVEYORS** after the agreement is signed and keys handed over to the **TENANT**.
9. A reference (undertaken) letter from the Two Guarantors must be attached to the Form with acceptable ID cards, passport photograph etc.

For FEMI MARTINS CONSULT

Tenant's Name & Sign



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GUARANTORS UNDERTAKING FORM

**PASSPORT
PROSPECTIVE
CLIENT**

I,Name in Full) a Nigerian of
.....state origin and presently resident at No.....
.....state of Nigeria do hereby certify that
MR/MRS/MISS.....whose photograph/company
seal/stamp appeared above is well known to me, and is very responsible and not of
questionable character. I also certify that he/she is capable of paying the annual rent of
N.....in advance, or any other arrangement as shall be agreed
between him/her and the landlord/landlady, he/she will be of good behavior and will keep
the demised premises in a tenantable condition while in possession and at the time of
surrendering the possession.

In the event of default in his/her obligation under tenancy, I hereby undertake to be
responsible for any rent, levy tax-tenement or water arrears, cost incurs on replacement
of items damaged on the premises by the tenant or unpaid AEDC (Electricity) bills which
the tenant fails to pay when vacating the premises and to ensure removal of the tenant's
personal belonging from the premises in the event of the tenant's failure or not in a position
so to do, after expiration of prepaid rent, a passport size photograph of mine is hereunto
affixed.

Property address: -----

**GUARANTOR'S
PASSPORT**

GUARANTOR NAME & SIGNATURE

TELEPHONE