

**MMC PROPERTY MANAGEMENT LIMITED
TENANCY APPLICATION FORM
NEW MAKOLA NO.2 MKT, AGBOGBLOSHIE**

AFFIX
PASSPORT SIZE
PHOTOGRAPH
HERE

A. PERSONAL INFORMATION OF PROPRIETOR OR PRINCIPAL AGENT

SURNAME.....

MIDDLE NAME.....

FIRST NAME.....

SEX.....DATE OF BIRTH.....AGE.....

NATIONALITY.....COUNTRY OF BIRTH.....

TELEPHONEMOBILE.....FAX.....

EMAIL.....

RESIDENTIAL ADDRESS.....

.....

POSTAL ADDRESS.....

.....

A. BUSINESS

BUSINESS NAME.....

PUBLIC.....PRIVATE.....PARTNERSHIP.....SOLE PROPRIETOR.....

POSTAL ADDRESS.....

OFFICE LOCATION.....

TELEPHONE.....MOBILE.....FAX.....

EMAIL.....

*Please attach copies of incorporation or registration certificate.

BANKERS.....BRANCH.....

CONTACT PERSON.....

LINE OF BUSINESS (NO GENERAL GOODS).....

.....

B. 2ND CONTACT PERSON

SURNAME.....MIDDLE NAME.....

FIRST NAME.....

NATIONALITY.....TELEPHONE.....MOBILE.....

FAX.....EMAIL.....

RESIDENTIAL ADDRESS/HSE NO.....

POSTAL ADDRESS.....

C. FACILITY TYPE

SHOP.....OPEN STALL.....TABLE.....OFFICE.....

OPEN SPACE.....WAREHOUSE.....

FACILITY NUMBER.....LOCATION.....

D. UNDERTAKING

1,hereby
Certify that the information contained in this application is correct and that it
provides a full and complete picture of me. You are hereby authorized to obtain
any information you may require about the details provided by me in order to
consider this application.

.....

SIGNATURE

.....

DATE

E. FOR OFFICE USE ONLY

DATE OF SUBMISSION.....

RECIPIENT:

BRANCH MANAGER.....SIGNATURE.....

RENT PAID UP TO.....

EXCESS PAYMENT.....

RENT OUTSTANDING.....

OPERATIONAL STATUS OF FACILITY;

ALWAYS OPEN.....OPEN MOST OF THE TIME.....SELDOM OPEN.....

NEVER OPEN.....OTHER.....

SOURCE OF TENANCY:

ORIGINAL TENANCY.....SUB LESSEE.....

ASSIGNMENT.....

REMARKS.....

.....

ANY NOTICEABLE DEFECT IN FACILITY.....

CAUSE OF DEFECT.....

BRANCH MANAGER'S RECOMMENDATION.....

.....

GENERAL SERVICES MANAGER'S RECOMMENDATION.....

.....

OPERATIONS MANAGER'S RECOMMENDATION.....

.....

MANAGEMENT'S APPROVAL.....

.....

MANAGING DIRECTOR

.....

DATE