



# ELIJAH OGUNSANYA ASSOCIATES



**Estate Surveyors & Valuers**

07032259691, 08095886632, 08095886468, 08095886634, 08095886467

**CONFIDENTIAL  
PERSONAL DATA (INFORMATION)**

**SECTION A** (To be filled in Tenant's Hand Writing)

1. Surname:.....
2. Other Names:.....
3. Contact Address:.....  
.....TELEPHONE.....
4. Nationality/Identification (Please attach):.....  
(E.g. National Identification Card, International Passport, Driver's License, Company's Identification Card etc)
5. State of Origin:.....  
(a) Local Government:..... (b) Town/Village:.....
6. Sex:..... Age:..... Number of Children with Ages:.....
7. Marital Status:..... Personal Email:.....
8. Permanent Address:.....
9. Next of Kin:
 

Name:.....	10. Spouse Details Name:.....
Address:.....	Address:.....
Telephone:.....	Telephone:.....
Relationship:.....	Relationship:.....
Place of Work:.....	Place of Work:.....
Department:.....	Department:.....
Email:.....	Email:.....

**SECTION B**

10. Profession / Occupation:.....
11. Name of Organisation/ Business:.....
12. Office/Business Address:.....
13. Position:..... Department:.....
14. Official Email:..... Telephone:.....
15. Address of Subject Property / Desired Location:.....
16. Purpose: Residential ( ) Commercial ( )
17. Desired Improvement:.....
18. What Factor really stimulates your Interest in the Property:.....
19. Initial Rent Accepted/Budget for Desired Location:.....
20. Person Responsible for Rent Payment:.....
21. Do You Keep Pets? Yes / No. What Kind of Pet?.....
22. Number of Vehicles Owned:.....
23. Address of Your Present Place of Residence:.....
24. Name & Phone no of Present Landlord:.....

25. Reason(s) for Leaving Present Residence:.....
26. No. Of Intended Occupants:.....
27. Religion: Christian ( ) Muslim ( ) others Specify:.....
28. How soon do You Want to take Occupation? Immediately ( ) One Week ( ) Two Weeks ( ) One Month ( )
29. Special Date(s):..... (E. g. Birthday/ Wedding Anniversary etc)
30. Guarantors (Please give names and address of 2 persons; who shall be required to provide a letter of guarantee/ recommendation on letter headed paper)
- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| Name:.....                          | Name:.....                          |
| Occupation:.....                    | Occupation:.....                    |
| Name of Organisation/Business:..... | Name of Organisation/Business:..... |
| Office Address:.....                | Office Address:.....                |
| Department:.....                    | Department:.....                    |
| Address:.....                       | Address:.....                       |
| Telephone:.....                     | Telephone:.....                     |
| Email:.....                         | Email:.....                         |

31. Applicants Signature / Date:.....

**NB:** Please be informed that your two (2) guarantors must be people of reasonable character and integrity. They should also be traceable and resident in the town / city where the subject property is located.

**For Official Use Only.**

<b>Verification:</b>	(Personal Data)
	Correct:.....
	Incorrect:.....
<b>Guarantors:</b>	Acceptable:.....
	Unacceptable:.....
<b>Recommendation:</b>	Acceptable:.....
	Unacceptable:.....

Reason(s) for Rejection:.....

Date of Offer:.....

Date of Handing over Keys:.....

Date of Inventory:.....

Handing over Report:.....

..... (Estate Surveyor)

Name:.....

Signature:.....

**Branch Manager**

Name:.....

Signature:.....



# ELIJAH OGUNSANYA ASSOCIATES



**Estate Surveyors & Valuers**

07032259691, 08095886632, 08095886468, 08095886634, 08095886467

## UNDERTAKING FROM A GUARANTOR



I.....(Name In full) a Nigerian  
 of.....State Origin and presently resident at .....  
 .....Abuja, and works at.....  
 (Work I.D attached) 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 ₦.....in  
 advance, or any other arrangements as shall be agreed between him/her and the landlord/ landlady, he/she  
 will be of good behaviour and will keep the demised premises in a tenantable condition while in possession  
 and at the time surrender possession.

In the event of a default in his/her obligation under tenancy, I hereby undertake to be responsible for any  
 rent, levy tax-tenement or water arrears, cost incurred on replacement of items damaged on the premises by  
 the tenant or unpaid AEDC (Electricity) bills which the tenant fail 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 me is hereunto affixed.



GUARANTORS NAME \_\_\_\_\_  
 GUARANTOR PHONE NO \_\_\_\_\_  
 GUARANTOR EMAIL ADDRESS \_\_\_\_\_  
 GUARANTOR SIGNATURE \_\_\_\_\_

### **OFFICIAL USE**

Surveyors Confirmation & Signature \_\_\_\_\_

Branch Managers Signature \_\_\_\_\_