



**KENYA INDUSTRIAL ESTATES LIMITED**

**TENANCY/INCUBATION APPLICATION FORM**

**APPLICATION FOR RENTAL SPACE AT (BRANCH NAME):**

**I. PERSONAL DETAILS**

- 1 Surname: ..... Other Names: .....
- 2 ID No: ..... Gender: .....
- 3 Occupation: .....
- 4 Applicant's Highest Level of Education: .....
- 5 **Place of Residence:-**  
Estate ..... Street .....
- 6 Nearest Landmark: .....
- 7 Home County: .....

**II. BUSINESS DETAILS**

1. Nature of Business (brief description): .....  
.....
2. Machinery Involved (brief description): .....  
.....
3. Business Registration Certificate (Company Name and Number):  
.....
4. Valid Trading License Number: .....

**III. QUOTATION FOR RENTAL SPACE**

REQUIREMENT		PARTICULARS/DETAILS
1.	NAME OF APPLICANT	
2.	SPACE APPLIED FOR IN SQUARE FEET	
3.	OFFER PER SQUARE FOOT	
4.	HOW SOON WILL YOU TAKE TO PAY THREE MONTHS DEPOSIT AND ONE MONTH RENT	
5.	CONTACT PERSON & ADDRESS (CELL PHONE & POSTAL ADDRESS)	

I ..... hereby do commit to take up the space upon successful evaluation of my application.

**NB: Successful applicant shall pay an Administration Fee of KShs 5,000/= prior to signing Letter of Offer and Lease/Incubation Agreement.**

**Applicant's Signature:** ..... **Date:** .....

**IV. ATTACHMENTS**

- 1 Copy of ID Card
- 2 Copy of PIN Certificate
- 3 Copy of Business Registration/Incorporation Certificate
- 4 2 Passport Size Colour Photographs
- 5 Business Permit
- 6 Copy of Application Fee Receipt of KShs. 1000/-
- 7 Copies of Memorandum of Understanding and Articles of Association for Limited Company.
- 8 Rent Memo I

**V. FOR OFFICIAL USE ONLY: REGIONAL/BRANCH OFFICE**

NAME: .....

SIGNATURE: .....

STAMP: ..... DATE: .....