



Mob: +233 57 482 5365 Tel: +233 30 254 4708

Email: leonardshome2020@gmail.com Website: www.leonardshomes.com

LEONARDS HOMES PROPERTY MANAGEMENT

TENANT'S REGISTRATION FORM

Section 1: Personal Details:

1. Full Name: _____
2. Contact Address: _____
3. Phone Number(s): _____
4. Sex: _____ Age or Date of Birth: _____
5. ID Type: Passport [☐] Ghana Card [☐] ID Number: _____
6. Email Address: _____
7. Occupation: _____
8. Marital Status: Single [☐] Couple/Married [☐]
9. Children: YES [☐] NO [☐] Number of Children (If Any): _____

Section 2: Property Requirements:

1. Type of Property:

Residential House [☐]

Residential Apartment [☐]

Commercial [☐]

Industrial [☐]

2. Location Preference: _____

3. Number of Bedrooms:

One Bedroom [☐]

Two Bedrooms [☐]

Three Bedrooms [☐]

Other: _____

4. Budget: (GHS ₵) _____



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Section 3: Rental History:

1. First-Time Tenant: YES [☐] NO [☐]
2. Current Landlord's Name: _____
3. Current Rental Address: _____
4. Current Landlord's Contact: _____
5. Duration of Rent: _____
6. Number of Family: _____

Section 4: Employment Details and Financial Information:

Employment Type:

Self-Employed: [☐]

Nature of Business/Work: _____

Employed: [☐]

Employment Status: Contract [☐] Full Time [☐]

Employment Details: _____

Company Name: _____

Company Contact: _____

Section 3: Additional Information:

1. Family Members: Yes [☐] No [☐]
2. Do you have Pets?: Yes [☐] No [☐]
3. Do you smoke?: Yes [☐] No [☐]
4. Do you take Alcohol?: Yes [☐] No [☐]
5. Medical Condition: YES [☐] NO [☐] If YES Specify: _____
6. Any Special Requirements: _____



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Section 4: Please attach the following documents:

1. Valid ID (Passport/Ghana Card)
2. Proof of Income (Pay Slip/Letter from Employer/ Business Certificate)
3. Proof of Address (Utility Bill/Bank Statement)

Terms and Conditions:

Registration Fee: A non-refundable registration fee of C500 is required. This fee covers administrative costs, including the verification and authentication of the client (tenant) profile. Leonards Homes does not provide transportation for property viewings. The client (tenant) is responsible for arranging their own transportation to visit properties for viewing. The registration fee of C500 entitles the client to view up to four properties. For each additional property viewing beyond the initial four, a fee of C100 will be charged. Successful Rental or Purchase: In the event of a successful rental or property purchase, a non-refundable fee equal to 10% of the rent or purchase price will be applied. The Client (Tenant) is advised to do further verification and validation to ensure that all reports and documents provided by Leonards Homes is/are accurate.

Section 8: Declaration:

I,, hereby declare that the information provided is true and accurate. I understand that any false information may lead to rejection of my application.

Signature: _____

Date: _____

Office Use Only

Date of Application: _____

Application Status: _____

Property View (s)

i. First View: Date _____

ii. Second View: Date _____

iii. Third View: Date _____

iv. Fourth View: Date _____

Agent/Officer: _____

Note: _____