

NATIONAL SOCIAL SECURITY FUND



PROPERTY LEASING APPLICATION FORM

1. This application form is for both residential and office use purposes.
2. The Fund will have the right to evict any tenant if discovered that any information provided below are purposely deceitfully.
3. Not paying rent in ONE month without a prior written consent of the landlord will warrant eviction from the house/premise.
4. You should submit 4 copies passport size photographs of the applicant or Company Directors.
5. If company or NGO, you should submit company's profile.

A. APPLICANT'S INFORMATION

1. Name of the applicant
2. Address (*Box number*)
- Region
- Physical address (*street*)
- Region
3. Telephone number
- Email address
4. Type of Applicant (*Individual, Private Company NGO, Parastatal Organization, International Organization*) others please mention
.....

5. Nature of business (*coy*) or occupation (*if individual*)
.....
.....

6. If company or NGO, name and physical address of the Directors:

(i) Name of the Director.....
Contact address.....
Telephone No.....
Mobile No.....
Email address

(ii) Name of the Director.....
Contact address.....
Telephone No.....
Mobile No.....
Email address

(iii) Name of the Director.....
Contact address.....
Telephone No.....
Mobile No.....
Email address.....

7. If employed, name of the employer
.....
Physical address

8. How long have you been with this employer
.....

9. If self employed, name nature of your activities
.....

10. What is your monthly earnings (*in Tshs. or US\$*)
.....

11. Before applying for this business premise or a residential accommodation where have you been doing your business or residing what is the address/phone
12. Why are you shifting

B. BUILDING RESIDENTIAL HOUSE WHOSE LEASE IS SOUGHT

13. Specify the Building/Estate whose lease is being sought
(If estate please specify e.g. Mbezi Beach, Tabata, Mikocheni or for Building Mwl. Towers, Hifadhi e.t.c.).
14. Any specific interest as regard to specific floor
(e.g. ground floor, 4th floor e.t.c.)or a number of rooms (if applicable)

C. RENT PAYMENTS

14. NSSF rent payment dates are 30th June and 31st December. Do you accept this? (NO/YES).
15. Who will be paying for your Rent
 Address
 E-mail
 Telephone
(If rent will be paid by someone else (not the occupant) please fill another form).

D. DATE OF ENTRY

17. Date of application
16. Date of entry into the premise/residential house

E. SIGNATURE OF THE APPLICANT

This is to confirm that all information provided above is correct, should it be discovered that there is purposeful lie; We/I should be evicted

Name

Signature

Qualification

Date

F. FOR OFFICIAL USE ONLY

1. The filling of this form has been certified by:

(a) Name

(b) Signature

(c) Date

The applicant is recommended/not recommended

If not recommended state reasons

.....

(d) Recommended monthly rent

NB: Rent to be charged should have prior approval by the Management.

2. The application has been approved by:

(a) Name

(b) Title

(c) Date

(d) At the monthly rent of Tshs.....

The approval should only be made by Estate & Projects Manager or Regional Manager or anybody higher than that.