



REAL ESTATE LANDLORD/TENANT INTAKE FORM

CLIENT INFORMATION

Client Name: _____ ☐ Tenant ☐ Landlord
 Client Physical Address: _____
 City: _____ E-mail: _____
 Mobile No.: _____ **Viewing Fee: GHS250.00 (Appl ONLY to Tenants)**
 Current Employer: _____ Position Held: _____
 Office Address: _____ Office E-mail: _____
 Office Tel No: _____
 Property of Interest: _____
 Timeframe for Renting/out: _____
 How did you hear about us?: _____
 Property Type: ☐ Residential ☐ Commercial
 Rental Duration: _____ For the Period of: _____ to _____
 No. of Bedrooms/Rooms: _____ No. Of Bathrooms: _____
 Sqm/Plot Size: _____ Other Specs: _____
 Budget/Rental Price: _____ Available from (If Appl): _____

Agency Fee:ONE MONTH'S RENT....

Disclaimer: Thank you for your interest in being a client of Accra Homes. Information collected about new clients is confidential and will be treated accordingly.

DECLARATION

We/I understand that this forms an agreement. We/I further understand that if Accra Homes is unable to find/rent us/me a property, no blame will put on the company.

Signed by Tenant/Landlord:..... Print Name: Date:

Signed by Realtor:..... Print Name: Date:.....