



AGRICULTURAL SOCIETY OF KENYA

TENANCY APPLICATION FORM

PART A: DETAILS OF TENANT

Name.....

Country of Origin.....

Contact person 1.....Designation.....

Contact person 1.....Designation.....

Physical Address.....

.....

Postal Address.....Code.....City.....

Telephone (Mobile No)

Fixed Line (Telephone).....

Email Address.....

Website Address.....

PART B: DETAILS OF TENANCY

- I/We apply to lease the following facilities (Please Tick as appropriate)
 - Short term tenancy lease (1 to 3 months)
 - Main Tenancy) beyond 3 months
- I/We wish to lease the facilities from (date) _____ To_____
- I/We wish to hire the facilities for the purposes of (category/ Nature of your industry)_____
- I/We attach copies of company profile, brief description of how your company will benefit the society and copies of statutory documents (Please Tick as appropriate)
 - Attached
 - Not Attached

Reason if not attached_____

Date Signature.....

The completed form should be returned to us at least two months to the date entered in Part B item 2 of this form.

Note: Please do not make any payments until your request is approved. Once approved, kindly note that the society does not accept cash payments. Payments can be made to our bank account at **KCB Kipande House** Branch **account number 1103870254** OR via **EFT swiftcode KCB LKENX** OR through a **bankers Cheque** drawn in favour of A.SK Nairobi Branch OR through **MPESA paybill** number **104454. Account name is your company name**

FOR OFFICIAL USE ONLY

Date of Vetting by Heads of department _____

- Approved for Vetting
- Not Approved for vetting

Reasons _____

Date of Vetting by Staff and Finance Committee _____

- Approved for Tenancy
- Not Approved for Tenancy

Reasons _____

Approved Tenancies: To be filled by: Show ground Manager

Special conditions (if any) _____

Plot/Stand to be allocated _____ Size in Sq. ft _____

Signed by Name:..... Sign..... Date.....

To be filled by Branch accountant:

Invoice Number..... Amount Paid Receipt No.....

Granted/refused.....

Signed By: Name..... Signed..... Date.....

Approved by: The Branch Manager

Name:..... Sign Date