LEASE APPLICATION FORM

COMMERCIAL: RETAIL, INDUSTRIAL
AND OFFICE ACCOMMODATION

Confidential

APPLICATION NO.: ……..

NAME OF APPLICANT:……..

BUSINESS TYPE: ☐ **RETAIL** ☐**INDUSTRIAL** ☐ **OFFICE ACCOMMODATION**

BUSINESS ENTITY: ☐ **INDIVIDUAL OR** ☐ **PARTNERSHIP**
☐**COMPANY OR** ☐ **CLOSE CORPORATION OR** ☐ **TRUST**

INTENDED USAGE:……

COMPLETED APPLICATION RECEIVED ON: ……

DATE APPLICATION PROCESSED: ……

PROCESSED BY: ……

DOCUMENTS AND/OR COPIES OF DOCUMENTS TO BE ATTACHED - COMPULSORY

APPLICATION BY INDIVIDUAL & PARTNERSHIPS:

- ☐ Copy of identity document of an applicant
- ☐ Copy of identity document of spouse (if married)
- ☐ Copy of Ante-Nuptial Contract if married by ANC
- ☐ Copy of Divorce order & Settlement order - if divorced
- ☐ Copy of current Utility or telephone bill
- ☐ Copy of salary advice
- ☐ Copies of 3 Month's bank accounts
- ☐ Business Plan

APPLICATION BY COMPANY/CLOSE CORPORATION/TRUST:

- ☐ Copy of registration documents
- ☐ Member Agreement (if CC)
- ☐ Articles of association (if Company)
- ☐ Copies of share certificates (Where Applicable)
- ☐ VAT Registration certificate
- ☐ VAT Clearance certificate
- ☐ Latest Audited Statement
- ☐ Company resolution /letter of authority/Trust Deed
- ☐ Copies of identity documents of all members / directors/Trustees
- ☐ Business plan
- ☐ If prospective Lessee is part of a franchise, letter from Franchisor

- ☐ Company Profile: details of all Directors, Members, and Trustees
- ☐ Copy of utility or Telephone Bill
- ☐ Copies of bank statements (3 months)
- ☐ BEE Certificates

PLEASE NOTE:

- Full details must be furnished when completing this form. The information supplied will be treated as confidential. Approval of applications will be at the sole discretion of the Lessor.

Should your application be successful, the following will apply:

- In the instances of legal entities (such as close corporations, companies, partnerships and trusts) it will be expected from the members, directors or partners to sign personal suretyships or alternatively to furnish the Lessor with a bank guarantee or additional deposit. A resolution must accompany this application, as well as copies of the registration certificate.
- Rental offer excludes VAT which will be payable in respect of rental, operational costs, lease administration fees and any other additional services.
- The following charges will be payable up front: A minimum deposit equal to **two month's rent**, operational charges and water & electricity charges (if fixed) , lease administration fee of **R1,500 (once-off)**, **plus** the first month's rent as monthly rent is payable in advance before the first day of each consecutive month;
- In the event that an additional deposit is charges in lieu of suretyship, such deposit will also be payable up front
- Operational costs: Include charges for the maintenance, upkeep and security services in respect of all/any common areas shared with other lesses e.g. hallways, public toilets, parking areas (if applicable), fences, access doors, stairways, lifts, etc. Water & electricity charges and assessment rates charges payable will be specified separately and do not form part of operational costs.
- Premises applied for may *under no circumstances* whatsoever be occupied before the application has been approved, a lease agreement signed and the charges indicated above has been paid. Rental will be payable from date of occupation unless the agreement indicates otherwise.
- No refunds will be considered should the Applicant decide not to take occupation of the premises.

- **Individual applicants** must complete **Section 1 / 3/ 4/ 5/ Legal entities** such as companies, trusts, partnerships, and closed corporations must complete **Section 2 / 3/ 4/ 5/** underneath.

SECTION 1

APPLICATION BY AN INDIVIDUAL & PARTNERSHIP

(IF PARTNERSHIP, MAKE AN ADDITIONAL COPY/COPIES OF THIS PAGE AND COMPLETE)

1.1 Full names of applicant:……..

1.2 Identity Number/passport number : ……
(a copy of the ID must accompany the application form)

1.3 Marital status:(by law) ☐ MARRIED ☐ SINGLE ☐ DIVORCED (attach copy of Divorce order)

1.3.1 IF MARRIED: ☐ In community of property
Full names of spouse: ……
ID no of spouse:……...
(Attach copy of ID)

or

1.3.2 ☐ Ante-nuptial contract (attach copy of ANC)

1.3.3 ☐ Traditional marriage YES ☐ or NO ☐

1.4 Residential address: ……...
…….. Postal code: ……..

1.4.1 Indicate: Owner: YES ☐ or NO ☐

1.4.1.1 If YES, name of bondholder and approximate balance outstanding:
……...

1.4.1.2 If NO and you are renting, please furnish name, address, and telephone number of your landlord:

…….
…….

1.4.2 Details of previous address (if in occupation less than five years and if not the owner of the premises):
……..
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1.5 Postal Address: ……..
…….. Postal code: ……..
E-mail address: ……

1.6 Contact telephone numbers
Home: (……)…….. Business (…….)……..
Cell: (……)…….. Fax.: (…….)……..

SECTION 2

APPLICATION BY COMPANY/CC OR TRUST

2.1 Registered name of entity:

……

2.2 Trade name: ……

2.3 Full names, identity number and capacity (i.e. financial director / managing director / etc.) of duly authorised representative of the legal entity (a resolution authorising the individual must be attached to this application):

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2.4 Registration Number: ……

(a copy of the Registration certificate / documents must accompany this application)

2.5 Registered Address: ……

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2.6 Name & address & tel no of accounting officer / auditors :

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2.7 Contact telephone numbers (entity – if different from shareholders / members in 2.9)

Home: (……)…… Business (…….)……

Cell:: (……)…… Fax.: (…….)……

2.8 Postal Address: ……

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2.9 Details of **each director or member**:

2. 9.1 Full names: ……

ID no.: …… % interest: ……

Residential address: ……

……

Contact telephone numbers

Home: (……)…… Business (…….)……

Cell:: (……)…… Fax.: (…….)……

Signature: …… Date: ……

2.9.2 Full names: ……

ID no.: …… % interest: ……

Residential address: ……

……

Contact telephone numbers

Home: (……)…… Business (…….)……

Cell:: (……)…… Fax.: (…….)……..

Signature: …….. Date: ……

2.9.3 Full names: ……

ID no.: …… % interest: ……

Residential address: ……

……

Contact telephone numbers

Home: (……)…… Business (…….)……

Cell:: (……)…… Fax.: (…….)……..

Signature: …….. Date:……..

2.9.4 Full names: ……

ID no.: …… % interest: ……

Residential address: ……

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Contact telephone numbers

Home: (……)…… Business (…….)……

Cell:: (……)…… Fax.: (…….)……

Signature: …….. Date: ……

Note:

- **Copies of ID documents must accompany this application**
- ***If more members / directors registered within the legal entity – please attach an additional page with the details as requested above.***

2.10 By his/her signature hereto each person acknowledges that he/she had read and acknowledges the contents of this application.

SECTION 3

CREDIT DETAILS: INDIVIDUAL, COMPANY, CC AND TRUST

The information supplied underneath and in this application will be utilised for credit reference purposes and will be treated as confidential. It is also part of our policy that a full credit check will be performed on ITC.

3. Please list three trade references with whom you regularly conduct business with:

3.1.1 Name of company: ……

Address: ……

……Account no/ref: ……: ……

Contact person: ……Tel no : (……) ……

Is ACCOUNT: ☐ CURRENT = Current balance: …….. OR ☐ PAID-UP

3.1.2 Name of company: ……..

Address: ……

……Account no/ref: ……: ……

Contact person: ……Tel no : (……) ……

Is ACCOUNT: ☐ CURRENT = Current balance: …… OR ☐ PAID-UP

3.1.3 Name of company: ……..

Address: ……

……Account no/ref: ……: ……

Contact person: ……Tel no : (……) ……

Is ACCOUNT: ☐ CURRENT = Current balance: …….. OR ☐ PAID-UP

3.2. Please furnish details of your bankers:

Name of account holder: ……..

Bank: ……..

Branch: ……..

Account Number: ……..

Type of account: ……..

3.3 Are you aware of any civil judgement/s registered against you (if an individual) and/or the legal entity and members/directors? If so, please list the judgement/s in question and indicate whether there is any prospect of the judgement being rescinded (reversed) within the next six months, and the basis for such rescission.

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3.4 Have you or any of the members / directors ever been declared insolvent?

☐ YES or ☐ NO. If the answer is YES, please complete the following:

Date of liquidation / sequestration: ……

Name of liquidator / curator : ……

Address: ……

……..

Telephone no.: …… Reference: ……

SECTION 4

DETAILS OF PREMISES

4.1 Which premises do you wish to lease? Please indicate any alternatives in order of preference:

Preference 1: Building / street name ……

Shop No / Erf no ……

Town: ……

Preference 2: Building/street name ……

Shop No / Erf no ……..

Town: ……..

Preference 3: Building/street name ……..

Shop No / Erf no ……..

Town: ……..

Preference 4: Building/street name ……

Shop No / Erf no ……

Town: ……

4.2 What is the ideal size of premises you require? (m^2 or hectares)

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4.3 Indicate initial lease period (Minimum period=1 year)

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4.4 Basic Rental offer (Indicate if R/m^2 or total value – excluding VAT)

R……..

SECTION 5

DETAILS OF PROPOSED BUSINESS

5.1 Please give a general description of your proposed business. –Include a business plan; company profile and projected cash flow analysis:

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5.2 What is your proposed method of financing the business?

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5.3 If it is a franchise operation, give full details of the type of franchise you intend opening and attach a letter of confirmation from the franchisor.

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5.4 Do you require water and electricity services? (Specify special requirements such as 3-phase power, etc)

☐ YES ☐ NO. If YES, please supply full details.

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5.5 Indicate and attach on a preliminary plan all specific shopfitting; branding, signage; safety and any other proposed requirements in terms of the leased premises.

5.5.1 Please supply details of the timing of your shopfitting covering specifically the length of the planning phase, the implementation phase and the anticipated occupation date of the completed premises.

Planning phase: .....
Implementation phase: .....
Anticipated occupation date: .....

5.5.2 Would you prefer that the LESSOR (or its agent) handle the shopfitting on your behalf at your cost? YES ☐ NO ☐

5.5.3 How much is your shopfitting budget? .....

5.6 In the consideration of the application to lease the premises, preference will be given to applicants whose proposed business is compatible with or will facilitate the principal development objectives o f the premises, surrounding area and or within the shopping complex. Please state how you envisage your proposed business to contribute towards the accomplishment of the objectives.

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5.7 With specific reference to the objective in5.6, will your proposed business further the creation of economic empowerment opportunities historically disadvantaged groups? If so how? (Full details pleas):

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5.8 Do you have the relevant business/retail experience required to achieve and advance the objectives as in 5.6 above? (Full details please):

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Declaration

I, the undersigned, hereby declare that the information supplied in this application is true and correct. I hereby consent that the Lessor may verify the information contained herein and make the appropriate inquiries (including checking my credit status on the credit bureau) where necessary.

Signed at ……. ……..……. this ……day of……. 2021.

……
APPLICANT'S SIGNATURE

Print name: ……..