

# APPLICATION TO LEASE COMMERCIAL PREMISES

**CONFIDENTIAL**

Building and Unit No: \_\_\_\_\_

## COMPANY / CLOSE CORPORATION DETAILS

Name of Company /CC	<input type="text"/>	Represented By	<input type="text"/>	Capacity	<input type="text"/>
List / Trading As	<input type="text"/>	Entity	<input type="text"/>		
Registration Number	<input type="text"/>	Vat Number	<input type="text"/>		
Physical Address of Business	<input type="text"/>				
Postal Address	<input type="text"/>				
General Contact	<input type="text"/>	Telephone	<input type="text"/>		
E-mail	<input type="text"/>	Fax	<input type="text"/>		
Statement Delivery Method	Post <input type="text"/>	Hand <input type="text"/>	E-mail <input type="text"/>	Other <input type="text"/>	

### Bank Details

Bank	<input type="text"/>	Type of Account	Cheque <input type="text"/>	Savings <input type="text"/>
Branch Name	<input type="text"/>	Branch Code	<input type="text"/>	
Name of Account Holder	<input type="text"/>	Account Number	<input type="text"/>	

*Please attach the last 3 months' bank statements*

## Credit References

Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						
Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						
Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						

*Please attach the last 3 months' for each reference*

## DETAILS OF DIRECTORS / MEMBERS / PARTNERS SIGNING SURETY OR INDIVIDUALS

**1.**

Full names and Surname	<input type="text"/>	ID Number	<input type="text"/>								
Residential Address	<input type="text"/>										
Postal Address	<input type="text"/>										
Cellphone Number	<input type="text"/>	Telephone	<input type="text"/>								
E-Mail	<input type="text"/>	Fax No.	<input type="text"/>								
<b>Marital Status</b>	<table border="0"> <tr> <td>Single</td> <td><input type="text"/></td> <td>Married in community of property</td> <td><input type="text"/></td> </tr> <tr> <td>Married</td> <td><input type="text"/></td> <td>Married out of community of property</td> <td><input type="text"/></td> </tr> </table>			Single	<input type="text"/>	Married in community of property	<input type="text"/>	Married	<input type="text"/>	Married out of community of property	<input type="text"/>
Single	<input type="text"/>	Married in community of property	<input type="text"/>								
Married	<input type="text"/>	Married out of community of property	<input type="text"/>								

**Spouse Details**

Full names and Surname	<input type="text"/>	ID No	<input type="text"/>
Telephone	<input type="text"/>	E-Mail	<input type="text"/>
		Fax	<input type="text"/>

**Employer Details**

Employer Name	<input type="text"/>	Tel	<input type="text"/>	Employer Number	<input type="text"/>
Address	<input type="text"/>				
Period Employed	<input type="text"/>	Occupation	<input type="text"/>	Gross Salary	<input type="text"/>

**Relative / Friend**

Full names and Surname	<input type="text"/>	Tel	<input type="text"/>
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**Bank Details**

Bank	<input type="text"/>	Type of Account	Cheque	<input type="text"/>	Savings	<input type="text"/>
Branch Name	<input type="text"/>	Branch Code	<input type="text"/>			
Name of Account Holder	<input type="text"/>			Account Number	<input type="text"/>	

Have you ever been declared insolvent  
 Yes  No

**Credit References - Please attach the last 3 months' for each reference**

Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						
Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						
Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						

**2.**

Full names and Surname	<input type="text"/>	ID Number	<input type="text"/>
Residential Address	<input type="text"/>		
Postal Address	<input type="text"/>		
Cellphone Number	<input type="text"/>	Telephone	<input type="text"/>
E-Mail	<input type="text"/>	Fax No.	<input type="text"/>

**Marital Status**

Single	<input type="text"/>	Married in community of property	<input type="text"/>
Married	<input type="text"/>	Married out of community of property	<input type="text"/>

**Spouse Details**

Full names and Surname	<input type="text"/>	ID No	<input type="text"/>
Telephone	<input type="text"/>	E-Mail	<input type="text"/>
		Fax	<input type="text"/>

**Employer Details**

Employer Name	<input type="text"/>	Tel	<input type="text"/>	Employer Number	<input type="text"/>
Address	<input type="text"/>				
Period Employed	<input type="text"/>	Occupation	<input type="text"/>	Gross Salary	<input type="text"/>

**Relative / Friend**

Full names and Surname	<input type="text"/>	Tel	<input type="text"/>
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**Bank Details**

Bank	<input type="text"/>	Type of Account	Cheque <input type="text"/>	Savings <input type="text"/>
Branch Name	<input type="text"/>	Branch Code	<input type="text"/>	
Name of Account Holder	<input type="text"/>		Account Number	<input type="text"/>
Have you ever been declared insolvent	Yes <input type="text"/>	No	<input type="text"/>	

**Credit References - Please attach the last 3 months' for each reference**

Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						
Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						
Company	<input type="text"/>	Branch	<input type="text"/>	Tel No.	<input type="text"/>	Acc. No.	<input type="text"/>
Comments	<input type="text"/>						

**Other Information**

Type of Business

Date of Occupation  Lease Period

Do you currently own a similar business, if not - do you have any experience in this type of business? Please provide details

**Terms and Conditions**

- 1 I/We the undersigned (hereinafter referred to as "the tenant"), hereby warrant that the information contained in this lease schedule is true and correct.
- 2 The tenant agrees and undertakes to enter into a written Agreement of lease with the Landlord incorporating inter alia the terms and conditions as set out herein. In the event that the tenant fails to sign the standard Agreement of lease pursuant to the acceptance of this application by the landlord within seven (7) days of being called upon to do so, the Landlord shall, without derogating from any of its right in law, include but not limited to claiming damages, be entitled but not obliged to cancel this lease with immediate effect.
- 3 The tenant agrees and undertakes that should the tenant fail to enter into such written Agreement of lease, the provisions of this lease schedule shall, provided same is signed hereunder by the landlord or its duly authorized Agent, constitute a lawfully binding Agreement of lease between the landlord and the tenant as set out above and shall incorporate all the terms and conditions contained herein.
- 4 The tenant acknowledges that the tenant shall be liable for and agrees to pay the rental, deposit and other charges stipulated above.
- 5 The rental and all other charges payable by the tenant to the landlord shall be paid monthly in advance on the first day of each consecutive month. The date on which any such amounts fall due until the date of payment thereof.
- 6 In the event that the person(s) signing below signing in a representative capacity he/she warrant that he/she is duly authorized to act herein for and on behalf of the tenant. In the event that he/she is not being so authorized, or in the event that the information relating to the tenant not being correct, the signatory hereto agrees that he/she shall be personally liable in all respects as though he/she is the tenant.
- 7 The tenant chooses as domicilia citandi et executandi, the leased premises address mentioned in this lease schedule for the services of all documents and notifications. All correspondence and legal processes shall be regarded as validly if served as this domicillium address.
- 8 The tenant acknowledges that the tenant shall be liable for all legal costs and disbursements on and attorney and own client scale incurred by the landlord in enforcing its rights hereunder whether or not legal proceedings are commenced.
- 9 The tenant agrees to pay a non-refundable administration fee in the event of this application being accepted by the landlord.
- 10 The tenant acknowledges and agrees that the landlord or its agents may perform a credit search on the tenant, sureties, members and directors with one or more of the registered credit bureaux when assessing this application and to transmit details to a registered credit bureaux of how the tenant has from time to time performed on the account in meeting the obligations in terms of the lease.

Signatory 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signatory 1: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Documents Required**

Company or closed corporation registration forms	<input type="text"/>
Copy(ies) of identity book(s) / passport(s) of individuals	<input type="text"/>
Business Plan	<input type="text"/>
Bank Statements	<input type="text"/>
Salary advise slip / Proof of income	<input type="text"/>
Certified copy of marriage certificate (if applicable)	<input type="text"/>

**Market Source**

Where did you hear about us? Newspaper  Sign Boards  Pamphlets  Referral  Follow-up