

## TENANT APPLICATION

Please complete the following details as far as possible and return together with the relevant documentation required under section D.

### 1. REQUIRED PREMISES DETAILS

Centre Name: \_\_\_\_\_

Period of lease required: \_\_\_\_\_

Trading Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

List of products/services offered: \_\_\_\_\_

\_\_\_\_\_

Size of Store required: \_\_\_\_\_

Projected Turnover: \_\_\_\_\_

### 2. ENTITY DETAILS

Tick Applicable Box

PRIVATE COMPANY	CLOSE CORPORATION	PARTNERSHIP	SOLE PROPRIETOR
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Registered Name of Business: \_\_\_\_\_

Company/CC Registration No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Domicillium Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Emergency Number: \_\_\_\_\_

3. EMPLOYMENT DETAILS

Self-employment: Yes/No: \_\_\_\_\_

Occupation: \_\_\_\_\_

current employer: \_\_\_\_\_

Period of employment: \_\_\_\_\_

4. AFFORDABILITY DETAILS

Gross monthly salary (before deductions & tax): \_\_\_\_\_

Current monthly expenses: \_\_\_\_\_

5. GENERAL DETAILS

Have you (or any of the director/member/partners) ever had any judgements/defaults granted against you?

YES / NO

If YES, please specify details: \_\_\_\_\_

\_\_\_\_\_

Will you be applying for finance?

YES / NO

If yes, please specify details: \_\_\_\_\_

\_\_\_\_\_

6. DETAILS OF DIRECTORS / MEMBERS / PARTNERS / SOLE PROPRIETORS

A.

Name of Company: \_\_\_\_\_

Full Name & Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Owner of property: YES / NO

If no please provide the following:

- Registered owner Name: \_\_\_\_\_

- Registered owner Postal Address: \_\_\_\_\_

\_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Period Employment: \_\_\_\_\_

Bank: \_\_\_\_\_

Type account: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Tick Applicable Box

Single	Divorced	Married A.N.C	Married C.O.P	Other
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B.

Name of Company: \_\_\_\_\_

Full Name & Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Owner of property: YES / NO

If no please provide the following:

- Registered owner Name: \_\_\_\_\_

- Registered owner Postal Address: \_\_\_\_\_

\_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Period Employment: \_\_\_\_\_

Bank: \_\_\_\_\_

Type account: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Tick Applicable Box

Single	Divorced	Married A.N.C	Married C.O.P	Other
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C.

Name of Company: \_\_\_\_\_

Full Name & Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Owner of property: YES / NO

If no please provide the following:

- Registered owner Name: \_\_\_\_\_

- Registered owner Postal Address: \_\_\_\_\_

\_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Period Employment: \_\_\_\_\_

Bank: \_\_\_\_\_

Type account: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Tick Applicable Box

Single	Divorced	Married A.N.C	Married C.O.P	Other
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D. VERIFICATION DOCUMENTS REQUIRED FOR FICA PURPOSES

1. Private Company / Closed Corporation / Trust – Certified copies of:

1.1 Proof of Identity:

- Companies – CM1, CM22, CM29

- Closed Corporation – CK1, CK2

- Trust – Trust Deed, Letters of Authority
- 1.2 Proof of Residence:
  - Water & Lights account; OR
  - Rates & Taxes Account; OR
  - Most recent lease / Rental agreement; OR
  - Bank Statement (not less than 3 months old); OR
  - Letterhead
- 1.3 Proof of Bank Details
  - Cancelled cheque; OR
  - Bank Statement (not less than 3 months old)
- 1.4 Details of ALL Directors, Members, Shareholders, Trustees. (See 2 below)
- 1.5 TAX (Income and VAT): Documents issued by SARS reflecting name & TAX number.
  
- 2. Individuals – Certified copies of:
  - 2.1 Proof of Identity:
    - If South Africa – SA ID document OF if unavailable: explanation & Drivers Licence
    - If Foreign – Passport
  - 2.2 Proof of Residence:
    - Water & Lights account; OR
    - Rates & Taxes Account; OR
    - Most recent lease / Rental agreement; OR
    - Bank Statement (not less than 3 months old); OR
    - Letterhead
  - 2.3 Proof of Bank Details
    - Cancelled cheque; OR
    - Bank Statement (not less than 3 months old)
  - 2.4 TAX (Income and VAT): Documents issued by SARS reflecting name & TAX number

7. CURRENT PREMISES DETAILS (if applicable)

Shopping Centre / Building: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Telephone Number: \_\_\_\_\_

Landlord Cell Number: \_\_\_\_\_

8. SURETIES

8.1 Full name & Surname: \_\_\_\_\_

Id number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

8.2 Full name & Surname: \_\_\_\_\_

Id number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

8.3 Full name & Surname: \_\_\_\_\_

Id number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please attach a copy of the following:

- Id document (including a id document if married in community of property)

9. BANKING DETAILS

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_

Name of account: \_\_\_\_\_

Account number: \_\_\_\_\_

(proof of bank details must accompany this application)

10. WARANTY (APPLICANT)

I, ....., by my signature hereto, do warrant that all the information on this application and annexures submitted are true and correct. I further confirm that I am legally entitled to represent the Company / Close Corporation / Partnership.

The tenant hereby consents that, and authorises the landlord or agent to, at all times:-

- a) contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant;
- b) furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the tenant's dealings with the landlord.

Full Name & Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For & Behalf of: \_\_\_\_\_

~ Should your application be successful the subsequent process will follow:

- A suitable position will be allocated according to your requirements. Thereafter a formal Offer to Lease document will be issued detailing the terms and conditions.
- Three months rental will be required as a deposit, which will be payable within 7 (seven) days of receipt of an invoice.