

LEASE APPLICATION FORM



DESCRIPTION OF PREMISES THAT YOU WOULD LIKE TO LEASE/ NAME OF MALL OR SHOPPING CENTRE:

RETAIL PREMISES

A) Prospective Tenant

Full names and surname / Registered name of company, corporation or partnership:

Company Registration no / Identity no / Permit no: _____

VAT Registration number: _____

Address (residential address if private registered address in other case): _____

Postal address: _____

Contact no: Residential: _____ Business: _____ Cell: _____

Fax: _____ Email: _____

SHAREHOLDERS, MEMBERS OR PARTNERS:

SURNAME, FULL NAMES & IDENTITY NUMBER	RESIDENTIAL ADDRESS	CONTACT NO.	% SHAREHOLDING
		Home: Work:	
		Home: Work:	
		Home: Work:	
		Home: Work:	

DIRECTORS:

SURNAME, FULL NAMES & IDENTITY NUMBER	RESIDENTIAL ADDRESS	CONTACT NO.
		Home: Work:
		Home: Work:
		Home: Work:
		Home: Work:

No of other existing shops: _____

Present premises: _____ Area: _____ Square metre: _____

Address: _____

Telephone no and name of the present Landlord / Agent: _____

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B) Guarantors / Sureties

For each person signing surety a copy of their Marriage Certificate confirming marriage In Community of Property or Out of Community of Property

SURNAME, FULL NAMES & IDENTITY NUMBER	RESIDENTIAL ADDRESS	CONTACT NO.	MARITAL STATUS
		Home: Work:	
		Home: Work:	
		Home: Work:	
		Home: Work:	

C) References (Business)

Bank: _____ Address: _____ Tel: _____

Account no: _____

Trade references:

COMPANY NAME	TYPE OF BUSINESS	CONTACT PERSON	ACC NO.	TEL NO.

Auditors: _____ Tel: _____

Address: _____

D) Business Information

Nature of business that will be done on premises: _____

Required size: _____

Articles to be sold or services that will be rendered: _____

Projected turnover figures for first year: _____

Shopfitting budget: _____

Initial stock: _____

Source of funding: _____

E) Consent

I herewith consent that a Credit Check may be done through ITC TransUnion on me as Surety and the company (prospective tenant) where necessary

Signed _____ Name _____

Signed _____ Name _____

Signed _____ Name _____

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Statement of Assets and Liabilities

Name: _____ Date: _____

			Client		Spouse	
Fixed Property			Asset	Liability	Asset	Liability
Address	Date acquired	Cost (Including improvements)				
1.						
2.						
3.						
Investments						
Cash and Bank Balances						
Unit Trust						
Name of Asset Management Company						
Listed Shares						
Company Name						
Company Name	Number of Shares					
Unlisted Investments						
(Private Companies / CCs / Trusts / Private Practice)						
Entity Name	% Interest					
1.						
2.						
Other Assets						
Motor Vehicles (make and model)		Cost				
1.						
2.						
Equipment						
Furniture and Fittings						
Debtors						
Other (details)						
Other Liabilities						
Outstanding Tax Liability						
Unsecured Borrowings		Bank				
Overdrafts						
Unsecured Loans						
Credit Cards						
Contingent Liabilities (e.g. Suretyships)						
1.						
2.						
Total						
Net Assets (assets - liabilities)						

I warrant that the information contained herein is true and correct.

☐ Yes

☐ No

Signed at _____ on _____ Signature _____

LEASE APPLICATION FORM



Personal Statement of Monthly Income and Expenditure

Name: _____ Date: _____

	Client	Spouse
Income		
Salary		
Commission		
Other Income		
Source of Other Income		
Total		
Expenses		
Salary Deductions i.e. Tax, Pension, Etc.		
Bond Repayment / Rent		
Car Repayment		
Loan Repayment		
1. Student Loan		
2. Department Stores		
3. Credit Card		
4. Other		
Food		
Home Security		
Water, Electricity, Rates & Taxes		
Petrol and Vehicle Maintenance		
Insurance / Assurance		
1. Life		
2. Motor Vehicle		
3. Household		
Savings e.g. Unit Trust		
Name of Asset Management Company		
Maintenance / Alimony		
Entertainment		
Education		
Clothing		
Other		
Total		
Net Surplus / (deficit)		

Have you completed your income tax returns for the last year of assessment?
I warrant that the information contained herein is true and correct.

☐ Yes

☐ No

Signed at _____ on _____ Signature _____



F) Additional documentation to be submitted

Please submit copies of the following documents for the Landlord's Legal requirements and records. The documentation listed below will form part of the Offer to Lease and Lease Agreement.

1. FULL BUSINESS PLAN - Including 12-month projected turnover

2. VAT REGISTRATION CERTIFICATE

In the case of:

3.1 Sole Proprietor

- 3.1.1** Certified copy of Identity Document
- 3.1.2** Proof of residential address
- 3.1.3** Proof of ownership of property (if any)
- 3.1.4** Statement of personal assets and liabilities
- 3.1.5** 3 months bank statements (personal)
- 3.1.6** Marriage Certificate confirming marriage In Community of Property or Out of Community of Property

3.2 Close Corporation

- 3.2.1** Certified Copies of Identity Documents of the members
- 3.2.2** Proof of residential address of the members
- 3.2.3** Proof of ownership of property of each member (if any)
- 3.2.4** Founding statement/ (CK1)
- 3.2.5** Proof of registered address of the Closed Corporation
- 3.2.6** Statement of personal assets and liabilities of all members
- 3.2.7** 3 months bank statements (personal & business)

3.3 Partnership

- 3.3.1** Certified copies of Identity Documents of each and every partner
- 3.3.2** Certificate of incorporation
- 3.3.3** Proof of residential address of each and every partner
- 3.3.4** Proof of ownership of property of each member (if any)
- 3.3.5** Resolution of the partners to enter into a lease agreement with the Landlord
- 3.3.6** Partnership agreement
- 3.3.7** Statement of personal assets and liabilities of all partners
- 3.3.8** 3 months bank statements (personal & business)
- 3.3.9** Marriage Certificate confirming marriage In Community of Property or Out of Community of Property

3.4 Private company

- 3.4.1** List of directors (CM29)
- 3.4.2** Certificate of Incorporation and Certificate to commence business
- 3.4.3** Resolution of the Private Company to enter into a lease agreement with the Landlord
- 3.4.4** Certified copies of the Identity Documents of the directors
- 3.4.5** Proof of registered address of the directors
- 3.4.6** Statement of personal assets and liabilities of all directors signing as surety and for each shareholder(s)
- 3.4.7** 3 months bank statements (personal & business)

SUMBIT FORM