



PROPERTY GROUP

www.cezpropertygroup.com

LEASE

APPLICATION

FORM

General Premises and Rental Information:

- Property and Unit No.: _____
- Size: _____
- Gross Rental per m²: _____
- Total Rental: _____
- Length of Lease: _____
- Commencement Date: _____
- Escalation: _____
- Deposit: _____

- Parking Requirements:

Type:	Amount:	Rate:
Open Bays:		
Shadenet Bays:		
Covered Bays:		

- Nature of Business: _____
- Special Conditions: _____

Please complete sections 1, 3, 4, 5, 6, 7 & 8 if the application is in your personal capacity

Please complete sections 2, 3, 4, 5, 6, 7 & 8 if the application is in the name of a registered company

1. Application in personal capacity:

Full Name and Surname: _____

Identity Number: _____

Business Trading Name: _____

VAT Registration Number: _____

Financial Year End: _____

Contact Details:

- Work Telephone No.: _____
- Cell Phone No.: _____
- E-mail Address: _____
- Postal Address: _____
- Residential Address: _____

If you are married in community of property, please complete the following:

Full Name and Surname of Spouse: _____

Identity Number: _____

Cell Phone No.: _____

E-mail Address: _____

Consent of spouse to apply and enter into a binding lease agreement:

Signature of Spouse: _____

2. Application in the name of a registered company:

Company Name: _____

Trading Name: _____

Registration Number: _____

VAT Registration Number: _____

Financial Year End: _____

Postal Address: _____

Current Address: _____

- Shareholders / Directors/ Members / Partners:

	<u>Name</u>	<u>Surname</u>	<u>I.D. No.</u>	<u>Shareholding %</u>	<u>Contact No.</u>
1					
2					
3					
4					
5					

3. Prospective tenants' surety details:

N.B.:

- If no surety is filled in, then this will impact the deposit amount required
- If no surety is filled in, then an explanation will have to be provided
- If required, clarity can be provided from the Landlord as to who can and cannot stand surety

a. Surety 1:

Full Name and Surname: _____

Identity Number: _____

Work Telephone No.: _____

Cell Phone No.: _____

E-mail Address: _____

Postal Address: _____

Residential Address: _____

b. Surety 2:

Full Name and Surname: _____

Identity Number: _____

Work Telephone No.: _____

Cell Phone No.: _____

E-mail Address: _____

Postal Address: _____

Residential Address: _____

N.B.:

Please refer to Page 9 point “If you are a South Africa Citizen / Resident” for FICA documentation required for each person who will be standing as surety.

4. Prospective tenants' contact details:

• General Contact (Person who shall be signing the Lease Agreement):

- Full Name and Surname: _____
- Work Telephone No.: _____
- Cell Phone No. _____
- E-mail Address: _____

• Accounts Contact (Person responsible for Creditor payments):

- Full Name and Surname: _____
- Work Telephone No.: _____
- Cell Phone No. _____
- E-mail Address: _____

• Premises Contact (Person who will be at the Premises most often):

- Full Name and Surname: _____
- Work Telephone No.: _____
- Cell Phone No. _____
- E-mail Address: _____

• Legal Contact (Company/Person who is the prospective tenant's legal advisor):

- Full Name and Surname: _____
- Work Telephone No.: _____
- Cell Phone No. _____
- E-mail Address: _____

5. Confirmation of banking details:

Bank Name: _____

Branch Name: _____

Branch Code: _____

Account Number: _____

Name of Account Holder: _____

Account Type: _____

6. Current Landlord and premises details (if applicable):

Landlord Name: _____

Landlord Contact Person: _____

Contact Details:

- Work Telephone No.: _____
- E-mail Address: _____

Current Premises Address: _____

Reason for relocation: _____

7. Consent to conduct Credit Check:

I/We, the undersigned, being duly authorised thereto, hereby consent on behalf of _____(applicants full name or company name) to The CEZ Property Group, its subsidiaries or agents to contact, request and obtain information from any credit provider or registered credit bureau in order to assess the behaviour, profile, payment patters, indebtedness, whereabouts and creditworthiness of the applicant.

Full Name and Surname: _____

Identity Number: _____

Date: _____

Signature: _____

8. Declaration:

This application does not constitute a binding lease agreement. Should the application be successful in principle, then a proposal shall be presented to the prospective tenant for review. Once final terms have been agreed between the parties a formal lease agreement shall be entered into.

Full Name and Surname: _____

Identity Number: _____

Date: _____

Signature: _____

N.B.:

- **Please note that the review of this Lease Application Form can be delayed should all the required fields not be completed.**
- **Please note on the following pages the FICA documents required to accompany this Lease Application Form.**

In terms of the Financial Intelligence Centre Act 38 of 2001, the following documentation is required:

- **If you are a South African Citizen / Permanent Resident:**
 - Certified copy of South African Identity Document / Passport
 - VAT Registration Certificate (if applicable)
 - Income Tax Registration Certificate
 - Proof of Residence / Address (Municipal Account, Levy Statement, etc.)
 - 3 months bank statement (most recent)
 - Proof of banking details for the account to be used to pay rentals (not older than 3 months)

- **If you are a Foreign National:**
 - Certified copy of Passport
 - Copy of work permit
 - VAT Registration Certificate (if applicable)
 - Income Tax Registration Certificate
 - Proof of Residence / Address (Municipal Account, Levy Statement, etc.)
 - 3 months bank statement (most recent)
 - Proof of banking details for the account to be used to pay rentals (not older than 3 months)

- **If you are a Partnership:**
 - Certified copy of South African Identity Document / Passport of each partner
 - VAT Registration Certificate
 - Income Tax Registration Certificate
 - Proof of Residence / Address (Municipal Account, Levy Statement, etc.) of each partner
 - 3 months bank statement (most recent)
 - Proof of banking details for the account to be used to pay rental (not older than 3 months)
 - Copy of partnership agreement (if no partnership agreement exists, this must be certified in writing by all the partners)
 - Signed resolution stating the authority of the signatory to enter into the lease agreement (alternatively the Landlord can draft a resolution)

- **If you are a registered South African Company:**
 - Certified copy of South African Identity Document / Passport of each Director and shareholders with more than 25% voting rights in the company
 - VAT Registration Certificate
 - Income Tax Registration Certificate
 - Proof of Residence / Address (Municipal Account, Levy Statement, etc.) of each Director and shareholders with more than 25% voting rights in the company
 - 3 months bank statement (most recent)
 - Proof of banking details for the account to be used to pay rentals (not older than 3 months)
 - Company Registration Certificate (showing registration number, financial year end and registered postal and physical address)
 - Company Disclosure Certificate (showing all active Directors, Auditors and Officers)
 - Signed resolution stating the authority of the signatory to enter into the lease agreement (alternatively the Landlord can draft a resolution)

- **If you are a registered South African Close Corporation:**
 - Certified copy of South African Identity Document / Passport of each member
 - VAT Registration Certificate
 - Income Tax Registration Certificate
 - Proof of Residence / Address (Municipal Account, Levy Statement, etc.) of each member
 - 3 months bank statement (most recent)
 - Proof of banking details for the account to be used to pay rental (not older than 3 months)
 - Certificate of Incorporation (showing registration number, financial year end and registered postal and physical address)
 - Disclosure Certificate (showing all active Members, Auditors and Officers)
 - Signed resolution stating the authority of the signatory to enter into the lease agreement (alternatively the Landlord can draft a resolution)

N.B.:

- **Please note that the Landlord may call upon further documentation should the need arise (e.g. latest audited financials, surety bank statements, statement of assets and liabilities as prepared by an accountant, etc.)**