

COMMERCIAL LEASE APPLICATION FORM

DOCUMENTS TO ACCOMPANY THIS APPLICATION FORM

- Tick**
- Company/Close Corporation Registration Documents.
 - Copy ID/Passport (individual/all Directors or Members).
 - Company/Close Corporation Resolution.
 - Copy of SARS Vat Certificate/SARS Income Tax document.
 - Proof of Residential address (individual/for Directors or Members).
 - Copy of work permit if passport.
 - Three (3) months bank statements of Company/Close Corporation or individual.

Manager name

Contact no

E-mail address

DETAILS REQUIRED FOR LEASE AGREEMENT

PLEASE COMPLETE FORM IN PRINT

Company/Trade Name

Company/CC/Trust/Partnership

Registration no

Current Physical

Business address

Postal address

E-mail address

Tel no

Fax no

Cell no

Company/CC Representative 1

Full names

ID no

E-mail address

Tel no

Fax no

Cell no

Company/CC Representative 2

Full names

ID no

E-mail address

Tel no

Fax no

Cell no

Bank Details

Account name

Branch name and no

Contact person at bank

Bank name

Account no

Tel no

Trade References

1. Name of company

Account no

Tel no

2. Name of company

Account no

Tel no

Present Landlord

Company name

Premises address

Use of premises

Contact person

Tel no

Sureties for Company/CC 1

Full Name

ID no

Residential address

Work address
(If different from company address)

Married ANC/COP

Name of Spouse

ID no of Spouse

I,

in my capacity as

declare that the above information is both true and correct.

Signature

Date

Sureties for Company/CC 2

Full Name

ID no

Residential address

Work address
(If different from company address)

Married ANC/COP

Name of Spouse

ID no of Spouse

I,

in my capacity as

declare that the above information is both true and correct.

Signature

Date

INDEMNITY

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

1. 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, access disputing/querying credit account/s and creditworthiness of the tenant;
2. 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.

I hereby indemnify and hold harmless against all and any claims what so ever and how so ever arising as a result of the aforesaid credit check.

Yours faithfully,

Signature For (Company name)
who warrants that he/she is duly authorized thereto

COMPULSORY

ASSESSMENT OF JURISTIC PERSON (I.E. COMPANY/CLOSE CORPORATION/TRUST/PARTNERSHIP/BODY CORPORATE) FOR PURPOSES OF THE CONSUMER PROTECTION ACT

ASSESSMENT OF JURISTIC PERSON'S ANNUAL INCOME OR ASSET VALUE AT TIME OF TRANSACTION:

NAME OF JURISTIC PERSON(COMPANY/CK/TRUST):

REG.NO./CK NO./TRUST NO.:

The Tenant will have a net annual turnover, at signature of the agreement in the sum of:

ANNUAL TURNOVER	X
R0 – R2 million	
Above R2 million	

The Tenant will have a net asset value, at signature of the agreement in the sum of:

NET ASSET VALUE	X
R0 – R2 million	
Above R2 million	

DATA PRIVACY AND PROTECTION

1. The LESSEE hereby consent to the Processing by the LESSOR of its Personal Information and any other information that the LESSEE may provide to the LESSOR for all purposes related to this agreement.
2. The LESSOR may collect Personal Information from and disclose Personal Information to other service providers of the LESSOR, including credit bureaux , attorneys and collection agencies (for the collection of outstanding amounts). The LESSEE consent to the collection and/or disclosure of its Personal Information for these purposes.
3. The LESSOR may, from time to time, store, transfer and Process Personal Information in and to countries outside of the Republic of South Africa. The LESSOR shall take all reasonable steps necessary to ensure that any Personal Information transferred outside of the Republic of South Africa is protected and is Processed as required by POPIA and the applicable data protection laws in that country. By submitting its Personal Information to the LESSOR, the LESSEE consent to the transfer, processing or storage of its Personal Information outside of the Republic of South Africa.
4. The LESSOR shall-
 - 4.1 use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out herein;
 - 4.2 utilise reasonable technical and organisational measures in accordance with best industry practice for the purpose of complying with its obligations;
 - 4.3 at all times comply with POPIA and other applicable laws, regulations or codes relating to data protection in the Republic of South Africa, or other requirements enforced by any relevant industry or self-regulatory body within the Republic of South Africa in furtherance of the terms and conditions of this agreement; and
 - 4.4 not, at any time copy, compile, collect, collate, Process, mine, store, transfer, alter, delete, interfere with or in any other manner use the Personal Information for any purpose other than in furtherance of the terms and conditions of this agreement, other than with the express prior written consent of the LESSEE.
5. The LESSEE undertake to separate any Personal Information from any other data provided to the LESSOR for purposes of this agreement and shall designate the Personal Information as such before disclosing or otherwise making it available to the LESSOR.
6. The LESSEE shall immediately notify the LESSOR if there is any change to its Personal Information.
7. The LESSEE is entitled to withdraw its consent to the Processing of its Personal Information by giving written notice to the LESSOR together with the grounds therefor; provided that the lawfulness of the Processing of Personal Information before such withdrawal will not be affected or the withdrawal will not affect any Processing that:
 - 7.1 is necessary to carry out actions for the conclusion or performance of the agreement;
 - 7.2 complies with an obligation imposed by law on the LESSOR;
 - 7.3 protects a legitimate interest of the LESSEE; or
 - 7.4 is necessary for pursuing the legitimate interests of the LESSOR or a third party to whom the Personal Information is supplied.
8. The LESSEE is entitled to:
 - 8.1 object, by written notice to the LESSOR, to the Processing of its Personal Information on reasonable grounds, unless legislation provides for such Processing;
 - 8.2 lodge a complaint to the Information Regulator, established or to be established in terms of POPIA, regarding the alleged unlawful processing of the LESSEE's personal information by the LESSOR.

DECLARATION

I the undersigned, in my capacity as of

(insert name of juristic person), hereby declare that the information provided above is accurate and a true reflection of the tenant's financial position.

Signature Date

Full name

CHECK LIST

FOR OFFICE USE ONLY

Approved **Declined**

Building

Premises

Floor Area

Rent R

Fixed Charges R

R

R

R

R

R

R

CHECK LIST

FOR OFFICE USE ONLY

Beneficial Occupation Date	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="D"/> <input type="text" value="D"/>				<input type="checkbox"/>
Lease Commencement Date	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="D"/> <input type="text" value="D"/>	Period <input type="text"/>	Annual Escalation <input type="text"/>	%	<input type="checkbox"/>
TPN Credit Check – Comments	<input type="text"/>				<input type="checkbox"/>
Lease Agreement Signed by Tenant	<input type="text"/>				<input type="checkbox"/>
Loaded on PropSys	<input type="text"/>				<input type="checkbox"/>
Informed Meter Reading Department of New Tenant	<input type="text"/>				<input type="checkbox"/>
Lease Fee	R <input type="text"/>	and	Inspection Fee	R <input type="text"/>	Paid <input type="checkbox"/>
* Rental Deposit	R <input type="text"/>				Paid <input type="checkbox"/>
* Electricity Deposit	R <input type="text"/>				Paid <input type="checkbox"/>
* First Months Rental	R <input type="text"/>				Paid <input type="checkbox"/>
Signature Commercial Property Manager	<input type="text"/>				
		Date	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="D"/> <input type="text" value="D"/>		