



**APPLICATION TO LEASE PREMISES**

I/We hereby apply to enter into a lease agreement with \_\_\_\_\_ in respect of premises located at \_\_\_\_\_.

I/We submit, in confidence, the information set out on my/our application.

I/We certify and warrant that

- (a) the information furnished is true and correct; and
- (b) I/We have authority to sign this application; and
- (c) I/We have not misrepresented or concealed any material fact which might have bearing on you entering into a lease with us.

I/We acknowledge that if you accept this application:-

- (a) I/We undertake, within seven days of receipt of a formal lease reflecting the terms agreed to sign a lease and return it to you.
- (b) If I/We take occupation of the premises before entering into a formal lease and if I/We fail to enter into a formal lease within five days of being called upon to do so by you, then without prejudice to any other rights which you may have, including your right to compel us to enter into a formal lease, you shall be entitled to require us to vacate the premises on the receipt of twenty four hour notice to that effect.

**FOR AND ON BEHALF OF** \_\_\_\_\_  
(Name of company/ firm/individual)

**SIGNED** \_\_\_\_\_  
**Print Name** \_\_\_\_\_  
**(who warrants his authority)** \_\_\_\_\_  
**Signature** \_\_\_\_\_

**DATED AT** \_\_\_\_\_ **THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_ **200**\_\_\_\_\_

**PLEASE NOTE THAT ALL QUESTIONS ARE TO ANSWERED IN FULL. FAILURE TO DO SO, OR TO SUBMIT THE REQUIRED DOCUMENTS CALLED FOR, MAY RESULT IN A DELAY IN OBTAINING THE REQUIRED PREMISES.**

**A. PERSONAL DETAILS**

1. NAME OF APPLICANT

\_\_\_\_\_  
(Full names of person or entity)

2. ADDRESS to which acceptance of this application and other correspondence prior to commencement of this lease should be sent (not a box number):

\_\_\_\_\_  
\_\_\_\_\_

3. TELEPHONE: BUSINESS: \_\_\_\_\_ FAX: \_\_\_\_\_

HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

4. DIRECTOR/PARTNERS/MEMBERS/PROPRIETOR

(a) FULL NAME \_\_\_\_\_

RESIDENTIAL ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

ID NO. \_\_\_\_\_

(b) FULL NAME \_\_\_\_\_

RESIDENTIAL ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

ID NO. \_\_\_\_\_

(c) FULL NAME \_\_\_\_\_

RESIDENTIAL ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

ID NO. \_\_\_\_\_

**B. PREVIOUS EXPERIENCE**

1. State what type of business you wish to establish:

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2. Have you had any experience in the type of business for which the leased premises will be used?

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3. If not, what business experience have you had?

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4. Have you or any business you have been involved with, ever been insolvent, liquidated or placed under judicial management?

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5. Has there ever been a judgment against your business or any business with which you have been associated. If so, please explain the circumstances:

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6. How much do you intend to spend on fixtures and fittings?

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7. Do you intend to effect payment for these items in cash or finance them on hire purchase, or lease?

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8. How much working capital will you have available for financing stock, debtors, work in progress, initial losses etc.

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9. Please furnish details of any organization to which you have paid rent:

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10. Who are your insurance brokers?

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11. Please provide three trade references:

| <u>NAME OF FIRM</u> | <u>CURRENT/ PAID UP</u> | <u>PHONE NUMBER</u> | <u>FOR OFFICE USE</u> |
|---------------------|-------------------------|---------------------|-----------------------|
|                     |                         |                     |                       |
|                     |                         |                     |                       |
|                     |                         |                     |                       |

**C. DESCRIPTION OF PREMISES REQUIRED**

1. What is the trade name of the business to be carried out in the leased premises?

\_\_\_\_\_

2. Approximate total area required: \_\_\_\_\_

3. Location of premises within the shopping centre:

a) Shop No: \_\_\_\_\_

b) Period of Lease: \_\_\_\_\_

4. In whose name will the lease be:

\_\_\_\_\_

5. C.C. or company registration number:

\_\_\_\_\_

6. VAT registration number:

\_\_\_\_\_

**D. DESCRIPTION OF UTILISATION OF PREMISES**

1. What type of shop or chain do you wish to emulate:

\_\_\_\_\_

\_\_\_\_\_

2. What budget forecast (if any) have you done:

\_\_\_\_\_

Attach budgeted cash flow and income statement, if available

3. What staff are being employed (e.g. cashiers, salesperson, etc)

\_\_\_\_\_

\_\_\_\_\_

4. What training will you provide to the staff:

\_\_\_\_\_

\_\_\_\_\_

5. Describe the fixtures and fittings you intend purchasing:

\_\_\_\_\_

\_\_\_\_\_

**E. DETAILS OF SOLE PROPRIETOR**

FULL NAME: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

ID NO.: \_\_\_\_\_

HOW ARE YOU MARRIED **ANC OR COP**: \_\_\_\_\_

ACADEMIC QUALIFICATIONS \_\_\_\_\_

DO YOU OWN ANY IMMOVABLE  
PROPERTY? \_\_\_\_\_

IF SO, PLEASE PROVIDE DETAILS: \_\_\_\_\_

**WHO ARE YOUR BANKERS?**

**PERSONAL: (MUST BE A CHEQUE ACCOUNT)**

NAME OF BANK \_\_\_\_\_

BRANCH NAME & CODE \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

**BUSINESS: (MUST BE A CHEQUE ACCOUNT)**

NAME OF BANK \_\_\_\_\_

BRANCH NAME & CODE \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

**F. DETAILS OF GUARANTORS/ SURETIES**

(a) FULL NAME: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

ID NO.: \_\_\_\_\_

(b) FULL NAME: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

ID NO.: \_\_\_\_\_

**CONSENT TO CONTACT TRADE REFERENCES AND PERFORM CREDIT CHECK**

I authorize Broll Retail Projects to obtain information about me/ Close Corporation/ Company from my credit sources, current and previous Landlords, employers, and personal references to enable Broll Retail Projects to evaluate my rental application. I give permission for Broll Retail Projects to obtain a consumer report about me/ Close Corporation/ Company for the purpose of this application, to ensure that I continue to meet the terms of the tenancy, for the recovery of any financial obligations relating to my tenancy, or for any other permissible purpose.

**NB: If you are an ABSA bank account holder, you need to personally give the bank authorisation in order for us to get a bank code.**

FOR AND ON BEHALF OF \_\_\_\_\_  
(Name of company or firm)

SIGNED \_\_\_\_\_  
Print Name (Signatory)  
(who warrants his authority) Signature

SIGNED \_\_\_\_\_  
Print Name (Signatory)  
(who warrants his authority) Signature

SIGNED \_\_\_\_\_  
Print Name (Surety)  
(who warrants his authority) Signature

SIGNED \_\_\_\_\_  
Print Name (Surety)  
(who warrants his authority) Signature

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2011

**PLEASE ATTACH CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS:**

Please tick off documents you are submitting together with this application form.

**PLEASE NOTE THAT IF BELOW DOCUMENTS ARE NOT SENT TO US TOGETHER WITH THE COMPLETED APPLICATION FORM WE WILL NOT BE ABLE TO PROCESS YOUR REQUEST AND THIS MAY RESULT IN A DELAY IN OBTAINING THE REQUIRED PREMISES.**

BUSINESS PLAN AND VISUALS

TENANT FINANCIALS – **Asset and Liability Statements** BOTH FOR COMPANY & PRIVATE (Individuals/Members/Directors/Sureties)

**NOTE THE FOLLOWING FICA REQUIREMENTS FOR EACH CATEGORY:**

TO BE USED FOR **COMPANY ((Pty) Ltd.)** LEASE AGREEMENT

- Registration Papers (CM1)
- VAT Registration Certificate
- Verification of Trade Name (e.g. Telkom Account)
- Registered Address (CM22)
- Verification of Current Directors
- Copies of Identity Documents of all Current Directors
- Proof of Residential Address for all Current Directors (*not older than 3 months*)
- Personal Balance Sheet of Directors (*Only applies when suretyship is applicable*)
- Copies of Marriage Certificates of all Current Directors (to identify involvement of spouse) (*Only applies when suretyship is applicable*)
- Resolution of Authorisation of Current Signatory
- Identity Document of Current Signatory
- Contact details, i.e. telephone, facsimile, postal address (please verify/amend attached form)

**Please ensure that all copies are of a good quality.**

TO BE USED FOR CLOSE **CORPORATION (CC)** LEASE AGREEMENT

- Registration Papers (CK1)
- VAT Registration Certificate
- Verification of Trade Name (e.g. Telkom Account)
- Registered Address (CK1 OR CK2)
- Verification of Current Members
- Copies of Identity Documents of all Current Members
- Proof of Residential Address for all Current Members (*not older than 3 months*)
- Personal Balance Sheet of Sureties
- Copies of Marriage Certificates of all Current Members (to identify involvement of spouse)
- Resolution of Authorisation of Current Signatory
- Identity Document of Current Signatory
- Contact details, i.e. telephone, facsimile, postal address (please verify/amend attached form)

**Please ensure that all copies are of a good quality.**

TO BE USED FOR **LIMITED COMPANY (Ltd)** (*Listed on the JSE e.g. Jonnic Book retail Ltd.*)

**Verification of Current Directors – NOT APPLICABLE**

- Copy of the Registration Papers (CM1)
- Proof of Registered Address
- Verification of Trade Name (e.g. Telkom Account)
- Resolution of Authorisation of Current Signatory
- Identity Document of Current Signatory
- Contact details, i.e. telephone, facsimile, postal address (please verify/amend attached form)

**Please ensure that all copies are of a good quality.**

TO BE USED FOR **INDIVIDUAL LEASE AGREEMENT**

- Copies of Identity Document
- Proof of Residential Address
- Personal Balance Sheet
- VAT Registration Certificate
- Contact details, i.e. telephone, facsimile, postal address (please verify/amend attached form)

**Please ensure that all copies are of a good quality.**

**IF ANY OF THE MEMBER/DIRECTORS/INDIVIDUALS OR SURETY(IES) ARE MARRIED AND PLEASE FORWARD IDENTITY DOCUMENT OF SPOUSE.)**

**QUESTIONNAIRE**

**TO BE COMPLETED BY PERSON SIGNING AGREEMENT OF LEASE**

**(PLEASE COMPLETE IN PRINT)**

**1. NAME:  
SURNAME:**

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**FIRST NAMES:**

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**TITLE:**

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**2. POSITION IN COMPANY:**

| <b>POSITION</b>       | <b>X</b>                 |
|-----------------------|--------------------------|
| Director              | <input type="checkbox"/> |
| Member                | <input type="checkbox"/> |
| Other (specify below) | <input type="checkbox"/> |
|                       |                          |

**3. I can read, write and understand English (please tick):**

|                  |                 |
|------------------|-----------------|
| <b>Yes</b> _____ | <b>No</b> _____ |
|------------------|-----------------|

**4. If no, what language can you read and write?**

Specify \_\_\_\_\_

**5. If you cannot read, write and understand English and if you are representing a company/close corporation, are there any persons employed in your company/close corporation that can read and write English?**

Specify [FULL NAMES] \_\_\_\_\_

Will you authorise this person to sign the Agreement on behalf of the company or close corporation?

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6. I have the following qualifications:

|  | YES   | NO    |
|--|-------|-------|
| Highest school grade, except matric / Grade 12 (please specify)<br>_____ | _____ | _____ |
| Grade 12   |       |       |
| Tertiary diploma or degree (please specify) _____                        |       |       |
| Other (please specify) _____   |       |       |

7. I have personally signed the following number of leases in respect of similar premises:

| NUMBER OF AGREEMENTS SIGNED | X |
|-----------------------------|---|
| 0                           |   |
| 1 – 5                       |   |
| 6 – 10                      |   |
| 11 – 19                     |   |
| 20 or more                  |   |

8. Please give a brief description of your experience in concluding agreements of lease of this nature:

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**TO BE COMPLETED IF THE TENANT IS A COMPANY OR CLOSE CORPORATION:**

9. The Tenant will have a gross annual turnover (excluding taxes, bad debts, discounts, returns and finance charges), at signature of this agreement in the sum of (see annexed financial statements or management reports hereto):

| <b>GROSS TURNOVER</b> | <b>X</b> |
|-----------------------|----------|
| R0 – R1 million       |          |
| Below R2 million      |          |
| R2 million or above   |          |

**TO BE COMPLETED IF THE TENANT IS A COMPANY OR CLOSE CORPORATION:**

10. The Tenant will have a gross asset value, at signature of this agreement in the sum of (for the purposes hereof all liabilities should be ignored) (see annexed financial statements or management reports hereto):

| <b>GROSS ASSET VALUE</b> | <b>X</b> |
|--------------------------|----------|
| R0 – R1 million          |          |
| Below R2 million         |          |
| R2 million or above      |          |

11. How many premises of this nature have you leased in the past?

| <b>PREMISES</b> | <b>X</b> |
|-----------------|----------|
| 1 – 2           |          |
| 3 - 7           |          |
| 8 - 12          |          |
| 12 or more      |          |

**CERTIFICATE**

I \_\_\_\_\_ hereby certify that the information supplied in this questionnaire is both true and correct.

\_\_\_\_\_  
Signed  
Name in Print

\_\_\_\_\_  
Date