



APPLICATION TO LEASE PREMISES

I/We, the undersigned:

- 1. hereby apply to enter into an Agreement of Lease (“lease agreement”) with Pareto Limited (“the Landlord”) in respect of premises located at _____ (“the premises”);
- 2. acknowledge that the application to lease premises as set out in this application is not and will not constitute an Offer to Lease;
- 3. understand that the Application to Lease is merely an indication of our leasing requirements if and when vacant space become available;
- 4. submit, in confidence, the information set out on my/our application;
- 5. understand that the Landlord will rely on the information should a lease agreement be concluded;
- 6. certify and warrant that:
 - 6.1 the information furnished is true and correct; and
 - 6.2 I/We have authority to sign this application; and
 - 6.3 I/We have not misrepresented or concealed any material fact which might have bearing on the Landlord entering into a lease agreement with us; and
 - 6.4 I/We hereby indemnify the Landlord and its agent from any claim of whatsoever nature that may arise out of this application.

I/We acknowledge that if the Landlord accepts this application, I/We:

- (a) undertake within seven days of receipt of the Landlord’s lease agreement reflecting the terms agreed, to sign the lease agreement and return it to the Landlord or its agent, being Pareto Limited;
- (b) acknowledge that a copy of the Landlord’s lease agreement is available for my/our perusal at Mimosa Management Offices, 3rd floor, Office Tower.

DATED AT _____ THIS _____ DAY OF _____ 20__

**FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)**

SIGNED _____

Print Name (who warrants his/her authority)	Signature
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NOTE:
ALL QUESTIONS ARE TO BE ANSWERED IN FULL. FAILURE TO DO SO, OR TO SUBMIT THE REQUIRED SUPPORTING DOCUMENTS LISTED IN THIS APPLICATION TO LEASE PREMISES, MAY RESULT IN A DELAY IN PROCESSING YOUR APPLICATION TO LEASE THE PREMISES STIPULATED ABOVE.



TO BE COMPLETED BY NATURAL PERSON / SOLE PROPRIETOR

A. PERSONAL DETAILS OF NATURAL PERSON / SOLE PROPRIETOR

Full registered name of proposed tenant

Trade name (where applicable)

ID number / Registration number

How are you married (ANC / COP)?

Academic Qualifications

SARS registration number(s)

VAT registration number

Address: Physical

Postal

Domicilium

Contact: Tel. Work

Tel. Home

Cell No.

E-mail address

Fax No.

Alternative Contact: Tel. Work

Tel. Home

Cell No.

E-mail address

Fax No.

Bank Details: Bank

Branch code

Type of account

Account No.



Physical address where you would like statements to be sent

Contact for payment: Name

Tel. Home

Cell No.

E-mail address

Fax No.

Do you own immovable property?

Yes / No

(if yes, please complete below)

Full name/s of registered owners

Erf No.

Area

Bond details: Bank

Branch code

Bond Account No.

Purchase price

Current amount owing

Please provide three trade references

1. Company

Tel No.

Contact person

Name in which account is held

Account No.

2. Company

Tel No.

Contact person

Name in which account is held

Account No.



3. Company _____

Tel No. _____

Contact person _____

Name in which account is held _____

Account No. _____

**TO BE COMPLETED BY JURISTIC PERSONS
(COMPANY, CLOSE CORPORATION, TRUST, PARTNERSHIP, BODY CORPORATE ETC.)**

B. DETAILS OF JURISTIC PERSONS

Full registered name of proposed tenant _____

Trade name (where applicable) _____

Registration No. / CK No. / Trust No. _____

SARS registration number(s) _____

VAT registration number _____

Address: Physical _____

 Postal _____

Domicilium _____

Financial year-end _____

Contact: Tel. Work _____

 Tel. Home _____

 Cell No. _____

 E-mail address _____

 Fax No. _____

Alternative Contact: Tel. Work _____

 Tel. Home _____

 Cell No. _____

 E-mail address _____

 Fax No. _____

Bank Details: Bank _____

 Branch code _____

 Type of account _____

 Account No. _____



Physical address where you would like statements to be sent

Contact for payment: Name

Tel. Home

Cell No.

E-mail address

Fax No.

Detail of shareholder(s) / member(s) / partners

1. Name:

ID No:

% ownership:

Work Tel No.

Cell No.

E-mail address

2. Name:

ID No:

% ownership:

Work Tel No.

Cell No.

E-mail address

3. Name:

ID No:

% ownership:

Work Tel No.

Cell No.

E-mail address

4. Name: _____
 ID No: _____
 % ownership: _____
 Work Tel No. _____
 Cell No. _____
 E-mail address _____

5. Name: _____
 ID No: _____
 % ownership: _____
 Work Tel No. _____
 Cell No. _____
 E-mail address _____

Does the entity own immovable property? Yes / No
 (if yes, please complete below)

Full name/s of registered owners _____

Erf No. _____

Area _____

Bond details: Bank _____

Branch code _____

Bond Account No. _____

Purchase price _____

Current amount owing _____



Please provide three trade references of the registered entity

1. Company _____
Tel No. _____
Contact person _____
Name in which account is held _____
Account No. _____
2. Company _____
Tel No. _____
Contact person _____
Name in which account is held _____
Account No. _____
3. Company _____
Tel No. _____
Contact person _____
Name in which account is held _____
Account No. _____

ASSESSMENT OF JURISTIC PERSON AT TIME OF THE TRANSACTION FOR PURPOSES OF THE CONSUMER PROTECTION ACT, 2008

C. FINANCIAL ASSESSMENT OF JURISTIC PERSON’S ANNUAL INCOME OR ASSET VALUE AT TIME OF TRANSACTION

Name of juristic person _____

Registration No. / CK No. / Trust No. _____

Total annual turnover (A) R_____

Total asset value R_____

Total annual expenses (C) R_____

Monthly surplus / deficit [(A) – (C)] R_____

DECLARATION

I, the undersigned, in my capacity as _____ of _____ [insert name of juristic person] hereby confirm and warrant that the information provided above is accurate and a true reflection of _____ [insert name of juristic person] financial position.

DATED AT _____ THIS _____ DAY OF _____ 20__

FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)

SIGNED _____ **Signature** _____

Print Name _____
(who warrants his/her authority)

TO BE COMPLETED BY SURETY(IES) (INDIVIDUAL / JURISTIC PERSON)

(if more than one surety, please complete for each surety)

D. PERSONAL DETAILS OF SURETY

Full name _____

ID number / Registration number _____

Marital status _____ Single / Divorced / Married (*please indicate*)

If married, please state _____ ANC / COP

Spouse's full name/s _____

Spouse's ID number _____

SARS registration number(s) _____

VAT registration number _____

Address: Physical _____

Postal _____

Domicilium _____

Contact: Tel. Work _____

Tel. Home _____

Cell No. _____

E-mail address _____

Fax No. _____

Alternative Contact: Tel. Work _____

Tel. Home _____

Cell No. _____

E-mail address _____

Fax No. _____

Bank Details: Bank _____

Branch code _____

Type of account _____

Account No. _____



Do you own immovable property?

Yes / No

(if yes, please complete below)

Full name/s of registered owners

Erf No.

Area

Bond details: Bank

Branch code

Bond Account No.

Purchase price

Current amount owing

Please provide three trade references

1. Company

Tel No.

Contact person

Name in which account is held

Account No.

2. Company

Tel No.

Contact person

Name in which account is held

Account No.

3. Company

Tel No.

Contact person

Name in which account is held

Account No.



ASSESSMENT OF INDIVIDUAL AND/OR JURISTIC PERSON AS A SURETY AT TIME OF THE TRANSACTION FOR PURPOSES OF THE CONSUMER PROTECTION ACT, 2008

E. FINANCIAL ASSESSMENT OF JURISTIC PERSON AS A SURETY AT TIME OF TRANSACTION

Name of juristic person _____

Registration No. / CK No. / Trust No. _____

Total annual turnover (A) R_____

Total asset value R_____

Total annual expenses (C) R_____

Monthly surplus / deficit [(A) – (C)] R_____

F. CONSENT TO CONTACT TRADE REFERENCES AND PERFORM CREDIT CHECK

I/We hereby authorise Pareto Limited to obtain information about me and/or juristic person from my/juristic person’s credit sources, current and previous landlords, employers, and personal references to enable Pareto Limited to assess my/our status as surety to the application to lease.

I/We give permission for Pareto Limited to obtain a consumer report about me and/or juristic person for the purpose of this application, to ensure that I/we continue to meet the terms of my/our surety to the tenancy, for the recovery of any financial obligations relating to my/our surety to the tenancy, or for any other permissible purpose.

DATED AT _____ THIS _____ DAY OF _____ 20__

FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)

SIGNED _____

Print Name _____ **Signature** _____

(who warrants his/her authority)



G. BANK CODES

I/we, the undersigned, being duly authorised thereto, hereby consent on behalf of _____ (insert prospective surety's detail) to the Landlord and/or his agents to approach _____ Bank to conduct a bank enquiry and obtain a bank code on the following account:

Name of account : _____
Account number : _____
Branch code : _____
Type of Account : _____

Signature of authorised signatory(ies) on the abovementioned bank account

DATED AT _____ THIS _____ DAY OF _____ 20__

FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)

SIGNED _____
Print Name (who warrants his/her authority) Signature

DECLARATION

I, the undersigned, in my capacity as _____ of _____ [insert name of individual / juristic person] hereby confirm and warrant that the information provided above is accurate and a true reflection of _____ [insert name of individual / juristic person] financial position.

DATED AT _____ THIS _____ DAY OF _____ 20__

FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)

SIGNED _____
Print Name (who warrants his/her authority) Signature



TO BE COMPLETED BY ALL APPLICANTS

H. PREVIOUS EXPERIENCE

State what type of business do you wish to establish in the premises?

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

If not, what business experience have you had?

Have any of your agreements of lease been cancelled? Yes / No

If Yes, kindly provide the name of the landlord as well as the reasons for the cancellation of the agreement of lease?

What is the main reason for requiring new space?

Have you or any business you have been involved with, ever been insolvent, liquidated or placed under judicial management / business rescue proceedings?

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

I. DESCRIPTION OF PREMISES REQUIRED

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



Who will be the contracting party (name of tenant)?

ID No / Registration No. of contracting party

VAT Registration No. of contracting party

Approximate total area required

Location of premises within the shopping centre:

Shop No

Period of Lease

Shopping Centre

Desired commencement date

Occupation date

Desired number of parking bays

Lead Time

Soft / hard copy of concept of business to be conducted from premises

Business Plan (to be attached)



Do you currently run a similar business and if yes, provide physical address?

J. DESCRIPTION OF UTILISATION OF PREMISES

What type of shop or chain do you wish to emulate: (inc. list of articles to be sold / brands nature of business to be conducted)

What budget forecast (if any) have you done?

What is your indicative basic rental (R/m²/m)?

Attach budgeted cash flow and income statement, if available

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

What training will you provide to the staff?

Describe the fixtures and fittings you intend purchasing.

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

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



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

Who are your insurance brokers?

Who will be involved in day to day running of business and their experience (attach CV's)

Who will be the shareholders in this business?

1. Name: _____
ID No: _____
% ownership: _____
Work Tel No. _____
Cell No. _____
E-mail address _____
2. Name: _____
ID No: _____
% ownership: _____
Work Tel No. _____
Cell No. _____
E-mail address _____
3. Name: _____
ID No: _____
% ownership: _____
Work Tel No. _____
Cell No. _____
E-mail address _____



K. CONSENT TO CONTACT TRADE REFERENCES AND PERFORM CREDIT CHECK

I/We hereby authorise Pareto Limited to obtain information about me and/or juristic person from my/juristic person’s credit sources, current and previous landlords, employers, and personal references to enable Pareto Limited to assess my/our application to lease. I/We give permission for Pareto Limited to obtain a consumer report about me and/or juristic person for the purpose of this application, to ensure that I/we continue to meet the terms of the tenancy, for the recovery of any financial obligations relating to my/our tenancy, or for any other permissible purpose.

DATED AT _____ THIS _____ DAY OF _____ 20__

FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)

SIGNED _____
Print Name Signature
(who warrants his/her authority)

L. BANK CODES

I/we, the undersigned, being duly authorised thereto, hereby consent on behalf of _____ (insert prospective tenant’s detail) to the Landlord and/or his agents to approach _____ Bank to conduct a bank enquiry and obtain a bank code on the following account:

Name of account : _____
Account number : _____
Branch code : _____
Type of Account : _____

Signature of authorised signatory(ies) on the abovementioned bank account

DATED AT _____ THIS _____ DAY OF _____ 20__

FOR AND ON BEHALF OF _____
(Name of individual / sole proprietor / registered entity etc.)

SIGNED _____
Print Name Signature
(who warrants his/her authority)

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 THE LANDLORD / ITS AGENT TOGETHER WITH THE COMPLETED APPLICATION FORM WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION TO LEASE PREMISES AND THIS MAY RESULT IN A DELAY IN PROCESSING YOUR APPLICATION TO LEASE PREMISES

	YES	NO
<i>INDIVIDUAL / SOLE PROPRIETOR / SURETY</i>		
. CERTIFIED COPY OF ID		
. CERTIFIED COPY OF ID OF SPOUSE (IF MARRIED)		
. PROOF OF RESIDENCE BEARING PHYSICAL ADDRESS (LESS THAN 3 MONTHS OLD)		
. BUSINESS PLAN AND VISUALS		
. ASSET & LIABILITY STATEMENT		
. CANCELLED CHEQUE		
. VAT CERTIFICATE		
. INCOME TAX REGISTRATION FROM SARS		
. PROOF OF TRADE NAME		
<i>JURISTIC PERSONS</i>		
. CERTIFICATE TO COMMENCE BUISNESS (previously CM46)		
. NOTICE OF INCORPORATION (CoR 14.1 / CoR 15.1 A-E) (previously CM1 / CK1 AND CK2)		
. REGISTRATION CERTIFICATE (CoR 14.3)		
. REGISTERED ADDRESS / NOTICE OF CHANGE OF REGISTERED OFFICE (CoR 21) (previously CM22/ CK2)		
. NOTICE OF CHANGE OF DIRECTORS (CoR 39) (previously CM29/CK2)		
. PERSONAL DETAIL OF CEO / MD WITH CERTIFIED COPIES OF ID AND PROOF OF RESIDENCE BEARING PHYSICAL ADDRESS (LESS THAN 3 MONTHS OLD)		
. PERSONAL DETAIL OF ALL PERSONS HOLDING MORE THAN 25% OF VOTING RIGHTS TOGETHER WITH CERTIFIED COPIES OF ID AND PROOF OF RESIDENCE BEARING PHYSICAL ADDRESS (LESS THAN 3 MONTHS OLD)		
. RESOLUTION NOMINATING PERSON TO SIGN LEASE AGREEMENT TOGETHER WITH CERTIFIED COPIES OF ID AND PROOF OF RESIDENCE BEARING PHYSICAL ADDRESS (LESS THAN 3 MONTHS OLD)		
. BUSINESS PLAN AND VISUALS		
. ASSET & LIABILITY STATEMENT		
. CANCELLED CHEQUE		
. VAT CERTIFICATE		
. INCOME TAX REGISTRATION FROM SARS		
. PROOF OF TRADE NAME		

NOTE:

IF ANY OF THE MEMBER(S) /DIRECTOR(S) / INDIVIDUAL(S) OR SURETY(IES) ARE MARRIED ANC/ IN COMMUNITY OF PROPERTY PLEASE FORWARD CERTIFIED COPY OF IDENTITY DOCUMENT OF SPOUSE.