

APPLICATION TO LEASE: RETAIL SPACE

Please return the application form **completed in full**, as well as **copies of all the relevant documentation requested** on pages 13 to 15, should you require more information, contact: Tengetile on Tengetile.m@cbrexcellerate.com

NB: If you are applying in your personal capacity, please complete 1, 3, 4 and 5. If you are applying in the name of a registered entity (e.g., company, close corporation, trust), please complete 2, 3, 4 and 5.

***In addition to this application to lease, please refer to Annexure A which forms part of the application and is required before any approval of the application can be submitted to the Landlord for approval**

1. PLEASE COMPLETE THIS SECTION IF THE APPLICATION IS IN YOUR PERSONAL CAPACITY:

Full names and Surnames:

Identity Number:

Trading Name:

VAT Registration Number:

Financial Year End:

Tel. Home:

Tel. Work:

Fax:

Cell:

Email address:

Postal
Address:

Residential
Address:

1.1. Bank Details:

Name of Bank: _____

Branch Code: _____

Branch Name: _____

Account Type (Mark with x): Cheque: _____ Savings: _____

Please attach copy of bank statement for account which will be used to pay rentals.

Cheque Account Number: _____

Name of Account Holder: _____

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

Full names and
surname of spouse: _____

ID Number: _

2. PLEASE COMPLETE SECTION 2 IF THE APPLICATION IS IN THE NAME OF A REGISTERED ENTITY

Registered Name of Company, Corporation or Partnership: _____

Registration Number: _____

VAT Registration Number: _____

Financial Year End: _____

Trading Name: _____

E-mail address: _____

Postal Address: _____

2.1. Bank Details

Name of Bank: _____

Branch Code: _____

Branch Name: _____

Account Type (Mark with x): Cheque: _____ Savings: _____

Please attach copy of bank statement for account which will be used to pay rentals.

Cheque Account Number: _____

Name of Account Holder: _____

2.2. Directors / Shareholders / Members of company / corporation / CC

2.2.1.

Full Names and Surname: _____

% Shareholding: _____ Identity Number: _____

Tel. Home: _____ Tel. Work: _____

Fax: _____ Cell: _____

E-mail address: _____

Residential Address: _____

2.2.2.

Full Names and Surname: _____

% Shareholding: _____ Identity Number: _____

Tel. Home: _____ Tel. Work: _____

Fax: _____ Cell: _____

E-mail Address: _____

Residential Address: _____

2.2.3.

Full Names and Surname: _____

% Shareholding: _____ Identity Number: _____

Tel. Home: _____ Tel. Work: _____

Fax: _____ Cell: _____

E-mail Address: _____

Residential Address: _____

2.2.4.

Full Names and Surname: _____

% Shareholding: _____ Identity Number: _____

Tel. Home: _____ Tel. Work: _____

Fax: _____ Cell: _____

E-mail Address: _____

Residential Address: _____

3. PROSPECTIVE TENANT'S CONTACT DETAILS

3.1. Decision Maker / Advisor

Name and Surname: _____

Identity Number: _____

Tel. Number: _____ Fax Number: _____

Cell Number: _____ Email: _____

Postal Address: _____

3.2. Financial Contact and Statement Address

Name and Surname: _____

Identity Number: _____

Tel. Number: _____ Fax Number: _____

Cell Number: _____ Email: _____

Postal Address: _____

If you have rented any other premises, please complete the following:

Has any Agreement of Lease ever been cancelled: Yes / No

If yes, please provide name of Landlord: _____

Reason/s for cancellation of Agreement of Lease: _____

Managing Company of Previous Premises rented: _____

Reason for relocating / seeking new space: _____

3.3. Person / Tenant currently occupying Premises (if applicable)

Name and Surname: _____

Identity Number: _____

Tel. Number: _____ Fax Number: _____

Cell Number: _____ Email: _____

Postal Address: _____

4. Tenants proposal on desired space

Building: _____

Premises Number: _____

Size / area (m²): _____

Desired Occupation Date: _____

Desired Commencement Date: _____

Desired number of parking bays (If applicable): _____

Term of Lease: _____ Years

Indicative Rental (R/m²/m): _____

Detailed List of Articles to be sold from the premises / Nature of business to be conducted from:

Do you currently own a similar business: _____

Name of existing business: _____

Address of existing business: _____

If not, do you have any experience of this type of business? (Provide Details)

If you will not be involved in the day to day running of the business, who will? What is that person's experience (provide details):

Does the above-mentioned person have any interest in the business?

5. Consent

CONSENT FORM

I _____ (Name) with ID number _____, the duly authorised representative of _____ ("Company") with registration number _____ agree that Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD may make inquiries to confirm any information provided by the Company and that Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD may verify the information and obtain additional information from Experian, a registered credit bureau, when assessing the information provided herein. I authorise Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD to conduct a credit report on the company, and warrant that all the directors and/or members have consented to the Company instructing Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD to conduct the credit enquiry on the Company and that the Director and/or Members acknowledges that the enquiry will include an inquiry into the Director and/or Member's credit profile. I further warrant that the Directors and/or members authorise Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD to obtain the credit information on the Directors and/or Members and that the Company has the consents as stated herein, in writing. In the event of Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD being required to do an account verification check to verify that banking details provided, are correct, or to enquire with the Company's banker to obtain its opinion with regards to lending amounts and lending terms applicable to the Company, I hereby authorise such an enquiry. We furthermore consent to Company EXCELLERATE REAL ESTATE SERVICES ESWATINI PTY LTD submitting our information, including payment profile and default information and any other relevant information, to Experian and to allow Experian to release the information for lawful purposes to third parties.

I furthermore warrant that all information supplied to Company EXCELLERATE REAL ESTATE SERVICES PTY LTD is to the best of my knowledge true and correct, that I am not aware of any other information that would affect the credit application of the Company in any way and that I am authorised to sign this document.

The Company:

Name of the Company:	
Name of the Authorised Representative:	
Title:	
Signature:	
Date:	

Directors / Members Details:

Name:	
ID Number:	

Name:	
ID Number:	

The information provided in this document does not, and is not intended to, constitute legal advice; instead, this template clause should only be regarded as a guideline and be used for general informational purposes and we recommend that you seek a legal opinion on the matter from your legal advisors.

BANK CODE/S

I/we, the undersigned, being duly authorised thereto, hereby consent on behalf of _____ (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

FULL NAME IN PRINT

SIGNATURE

FULL NAME IN PRINT

SIGNATURE

FULL NAME IN PRINT

SIGNATURE

6. QUESTIONNAIRE

[TO BE COMPLETED IN PRINT BY PERSON COMPLETING THIS APPLICATION WHO WILL BE SIGNING THE AGREEMENT OF LEASE IN THE EVENT THAT THE TENANT IS A CONSUMER (PRIVATE PERSON / ENTITY)]

NAME:

SURNAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FIRST NAMES:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TITLE:

--	--	--	--	--	--	--	--

POSITION IN COMPANY:

POSITION	X
Director	
Member	
Other (specify below)	

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

The Tenant will have a net annual turnover, at signature of this agreement in the sum of (see annexed financial statements or management reports hereto):

TURNOVER	X
R0 – R1 million	
Below R2 million	
R2 million or above	

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

The Tenant will have a net-asset value, at signature of this agreement in the sum of (see annexed financial statements or management reports hereto):

NET ASSET VALUE	X
R0 – R1 million	
Below R2 million	
R2 million or above	

CERTIFICATE

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

Signed: _____

Date: _____

Name in Print: _____

7. Declaration

I / We _____

- Acknowledge that the Application to Lease as set above is not and will not constitute an Offer to Lease;
- Understand that the Application to Lease is merely an indication of our leasing requirements if and when vacant space become available;
- Understand that the Landlord will rely on the information should an agreement be concluded and warrant that the information contained herein is true and correct.

Signature: _____ Print Name: _____

Date: _____

Signature: _____ Print Name: _____

Date: _____

NB:

Please take note that your application can not be processed if all required fields are not completed and all documentation required.

In the following documentation is required:

IF YOU ARE AN ESWATINI CITIZEN / RESIDENT

- SD identity document/ passport or certified copies
- ERS documents bearing the number and name of the person
- Utility statement / invoices (Water & Electricity, Municipality)
- Copy of bank statement of account used to pay rental.

IF YOU ARE A FOREIGN NATIONAL

- Passport or certified copy
- Copy of work permit
- ERS documents bearing number and name of the person
- Utility statement / invoices (Water & Electricity, Municipality or Telkom)
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

IF YOU ARE A PARTNERSHIP

- Copy of the partnership agreement - if no partnership agreement this must be certified in writing by the partners
- Certified copies of ID / passport of each partner
- Certified copies of ID / passport of the person authorised to act on behalf of the partnership
- Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

IF YOU ARE A COMPANY

- Certificate of Incorporation, bearing the stamp of the Registrar of Companies and signed by the company secretary.
- Notice of registered office and postal address, bearing the stamp of the Registrar of Companies and signed by the company secretary.
- Contents of Register of Directors, Auditors and Officers.
- Certificate to Commence Business: Newly Formed Company is established.
- ERS documents for income tax and VAT bearing the number and name of the company

- ❑ Certified copies of ID / passport of person(s) authorised to act on behalf of the company
- ❑ Utility statement / invoice (Municipality) of person(s) authorised to act on behalf of the company
- ❑ Certified copies of ID / passports of shareholders with more than 25% voting rights in the company
- ❑ Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

IF YOU ARE A FOREIGN COMPANY

- ❑ Official document issued by an authority for recording the incorporation of companies of that country
- ❑ Contents of Register of Directors, Auditors and Officers.
- ❑ Certificate to Commence Business: Newly Formed Company is established.
- ❑ ERS documents for income tax and VAT bearing the number and name of the company
- ❑ Certified copies of ID / passport of the person authorised to act on behalf of the company
- ❑ Utility statement / invoice (Municipality) of the person authorised to act on behalf of the company
- ❑ Certified copy of ID/passport of shareholder with more than 25% voting rights in the company
- ❑ Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

IF YOU ARE A CLOSE CORPORATION

- ❑ Founding statement
- ❑ Recent version of the Certificate of Incorporation bearing the stamp and signature of the Registrar of Close Corporations
- ❑ Amended Founding Statement, if applicable, bearing the stamp and signature of the Registrar of Close Corporations
- ❑ Forms must be signed by an authorised member / employee of the Close Corporation
- ❑ ERS documents for income tax and VAT bearing the number and name of the close corporation
- ❑ Certified copies of ID / passport of the person authorised to act on behalf of the close corporation
- ❑ Utility statement / invoice (Municipality) of the person authorised to act on behalf of the close corporation
- ❑ Certified copies of ID / passport of each member of the close corporation
- ❑ Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

IF YOU ARE A TRUST

- ❑ Trust Deed or other founding documents in terms of which the trust was created
- ❑ Authorisation to each trustee of the trust to act as such, issued by the Master of the High Court
- ❑ ERS documents for income tax bearing the trust number
- ❑ Certified copies of ID / passport of each trustee
- ❑ Certified copies of ID / passport of the person authorised to act on behalf of the Trust
- ❑ Copy of cancelled cheque and/or copy of bank statement (savings acc) of account used to pay rental.

“Annexure A”

REQUIRMENTS TO ASSIST WITH THE LEASE PROPOSAL APPLICATION

1. A Business Plan
2. Artist impression indicating the look and feel of your business
3. Artist impression of the proposed signage
4. Anticipated turnover based on a detailed Cashflow statement

In addition to the above, please note that once the formal Lease Agreement has been signed you are required to obtain the following prior to commence trading from the said premises

The Tenant shall comply with all the statutory requirements, including but not limited to the Occupational Health and Safety Act (as amended) during the Fitting Out Period, any installation and while occupying the Leased Premises. The Tenant shall, at its cost, procure a Certificate of Electrical Compliance and Occupation Certificate.

This Annexure forms part of the Application to Lease, reference to clause 7 of the Application to lease will apply.