



Ref no: 0000

LETTING APPLICATION AND TAKE-ON FORM: COMMERCIAL PREMISES

In favour of _____ (name of landlord)

its successors and assigns, and in respect of which the following information is furnished:

SECTION A: To be completed by all applicants / prospective tenants ("Applicant/s")

Please mark with an (x) your relevant legal status

- 1.

Individual, sole proprietor, unmarried	Also complete Section B
Individual, sole proprietor, married	Also complete Sections B and C
Company	Also complete Section D
Close corporation	Also complete Section D
Partnership	Also complete Section E
Trust	Also complete Section F

2. Full legal name of Applicant _____

3. Trading name of business _____

4. Date of commencement of business _____

5. Postal address _____ Postal code _____

6. Physical address _____

7. Telephone number _____

8. Telefax number _____

9. E-mail address _____

10. Present / previous landlord

Name _____

Contact number _____

11. VAT registration number _____

12. Banking details

Bank	
Branch	
Branch code	
Account number	
Type of account	
Year account was opened	
If account is less than 3 (Three) years old	
Previous bank	
Account number	

13. Credit references

Name	Contact number	Account number	Credit limit

14. Person responsible for processing payment of rental

Name	
Mobile number	
E-mail address	

15. Auditors / accounting officer

Name	
Telephone number	

16. Gross asset value R

Annual turnover	R
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SECTION B: Individual / sole proprietor

1.	Identity number / passport number	
2.	Date of birth	
3.	Nationality, if not South African	
4.	Mobile number	
5.	Occupation	
6.	Residential address	

7. NB: Copies of the following documents are to be attached to this application

Identity document / passport	
Proof of residence (not more than 3 (Three) three months old)	
Proof of registration for income tax	
Proof of registration for value added tax (if applicable)	
Last 3 (Three) months' rental statements	

SECTION C: Spouse details

1.	Name of spouse	
2.	Married in community of property	Married out of community of property
3.	Identity number / passport number	
4.	Mobile number	
5.	Occupation	
6.	Name of employer	
7.	Date of employment	
8.	Telephone number of employer	
9.	Residential address	
10.	NB: Copies of the following documents are to be attached to this application	
	Identity document / passport	
	Proof of residence (not more than 3 (Three) months old)	
	Antenuptial contract (if married out of community of property)	

SECTION D: Registered company or close corporation

1.	Registered office address			
2.	Registration number			
3.	Date of latest audited / reviewed financial statements			
4.	Details of directors / members			
	Full name	Identity number	Residential address	Mobile number
5.	Name(s) of authorised signatory			

6. Gross asset value * R

Annual turnover * R

* These amounts are required for the purposes of ascertaining thresholds in terms of the Consumer Protection Act

7. NB: Copies of the following documents are to be attached to this application

CIPC certificate

Proof of business residence (not more than 3 (Three) months old)

Proof of registration for income tax

Proof of registration for value added tax

Last 3 (Three) months' rental statements

SECTION E: Partnership

1. Details of proprietors / partners

Full name	Identity number	Residential address	Mobile number

2. Name(s) of authorised signatory

3. NB: Copies of the following documents are to be attached to this application

Proof of business residence (not more than 3 (Three) months old)

Proof of registration for income tax

Proof of registration for value added tax

Last 3 (Three) months' rental statements

SECTION F: Trust

1. Trust registration number

2. Type of trust

3. Details of trustees

Full name	Identity number	Residential address	Mobile number

4. Name(s) of authorised signatory

5. NB: Copies of the following documents are to be attached to this application

Letters of authority

Trust deed

Proof of business residence (not more than 3 (Three) months old)

Proof of registration for income tax

Proof of registration for value added tax

Last 3 (Three) months' rental statements

I, the undersigned, the person signing this application on behalf of the Applicant, do hereby:

- (a) agree, on behalf of the Applicant, that the information contained in this application may be furnished to third party credit bureaux, credit providers, or landlords, and that information may be requested and obtained from third party credit bureaux, credit providers, or landlords, in order that a credit and/or background assessment may be conducted concerning the Applicant;
- (b) agree, on behalf of the Applicant, that the consent provided in paragraph (a) extends to any principal or mandator of the party in whose favour this application is made, or to any other bona fide landlord who that party may represent, or approach on behalf of the Applicant;
- (c) certify that all of the information provided in this application is both true and correct;
- (d) certify that all of the copies attached to this application are good and true copies of the originals;
- (e) warrant that I am duly authorised to sign this application on behalf of the Applicant.

SIGNED AND DATED BY THE SIGNATORY AT THE UNDERMENTIONED PLACE AND ON THE UNDERMENTIONED DATE, IN THE PRESENCE OF THE UNDERMENTIONED WITNESSES, HE / SHE BEING DULY AUTHORISED THERETO.

Signed by the Signatory at on this the day of 20

SIGNATURE

Full name of signatory

Capacity