



**COMMERCIAL APPLICATION FORM**

City Property represented by: ..... Contact number: .....

**A. APPLICANT DETAILS (COMPANY/CLOSE CORPORATION/TRUST/NON-PROFIT/SOLE PROPRIETOR)**

Entity name: ..... Trading as name: .....

Represented by: ..... Capacity: .....

Registration/ID number: .....

VAT number: ..... Income tax number: .....

B-BBEE level:  B-BBEE ownership: >51% black  B-BBEE T/O: <R10m  <R50m

Business trading address: .....

Business registered address: .....

Contact person: ..... Telephone number: .....

Mobile phone: ..... Email address: .....

**B. BANKING DETAILS (For deposit refund purposes)**

Bank: ..... Account holder: .....

Account number: ..... Branch number: .....

Branch: ..... Type of account: Current  Transmission  Savings

Statement delivery method: Email  Hand  Other (Specify)  .....

**C. APPLICANT DETAILS (INDIVIDUAL/SURETY/REPRESENTATIVE)**

Full names and surname: .....

ID/Passport number: .....

Date of birth: ..... DD/MM/YY

South African citizen: Yes  No

Residential address: .....

..... Code: .....

Telephone number: .....

Mobile phone: .....

Email address: .....

Full names and surname: .....

ID/Passport number: .....

Date of birth: ..... DD/MM/YY

South African citizen: Yes  No

Residential address: .....

..... Code: .....

Telephone number: .....

Mobile phone: .....

Email address: .....

## D. BUSINESS DETAILS

Required usage of premises: .....

Business type: First Venture  Existing  Estimated set-up cost: .....

Available working capital: ..... Average annual turnover: .....

Business ever declared insolvent, debt review, judgements or adverse listings: Yes  No  Previous tenant of City Property: Yes  No

## E. PREMISES DETAILS

Building name: ..... Size required: ..... Proposed rate/m<sup>2</sup>: .....

Unit number: ..... Proposed annual escalation: .....

Proposed period of lease: ..... Proposed start date: .....

Agent notes (Installation): .....

## F. SUPPORTING DOCUMENTS

Please attach clear copies of the documents listed below to facilitate the speedy processing of your application. Kindly note that the Leasing Agent might request additional documentation depending on the type of lease.

### Individual/Sole Proprietor/Partner

Identity book/passport

Work permit if foreigner

Proof of residence of the lessee/surety (Utility bill not older than 3 months)

### Entities registered with CIPC

Close Corporations: CK1/CK2

Companies: CM1/CM29/CoR14.3/CoR39

Copy of shareholders certificate

ID book/passport of the lessee/surety

Work permit if foreigner

Proof of residence of the lessee/surety (Utility bill not older than 3 months)

### Trust/Informal Associations

Letters of authority/founding statement

ID book/passport of the lessee/surety

Work permit if foreigner

Proof of residence of the lessee/surety (Utility bill not older than 3 months)

### First Venture

Latest 1 months personal bank statements of lessee and surety (for leases less than R10 000)

Latest 3 months personal bank statements of lessee and surety (for leases more than R10 000)

### Existing Business

Latest 1 month statement of the current/ex landlord (for leases less than R10 000)

Latest 3 month statement of the current/ex landlord (for leases more than R10 000)

### Take-over

Provide copy of the Sale Agreement

### Franchise

Franchise Agreement and Disclosure document

## G. WHERE DID YOU HEAR ABOUT US

Newspaper  Sign boards  Pamphlets  Website  Referral  Existing tenant  Social media  Google

Would you like to receive **marketing/promotional communication** from us: Yes  No

## H. TERMS AND CONDITIONS

1. I/We the undersigned (hereinafter referred to as 'the Applicant'), hereby warrant that the information contained in this application is true and correct.
2. In the event that the person(s) signing below is/are signing in a representative capacity he/she warrants that he/she is duly authorised to act herein for and on behalf the Applicant. In the event that he/she not being so authorised, or in the event that the information relating to the Applicant not being correct, the signatory hereto agrees that he/she shall be personally liable in all respects as though he/she is the Applicant.
3. The Applicant acknowledges and agrees that the landlord or its agent may perform a credit search on the Applicant, sureties, members and directors with one or more of the registered credit bureaux when assessing this application and to transmit details to a registered credit bureaux of how the Applicant has from time to time performed on the account in meeting the obligations in terms of the lease.
4. The personal information given in this lease application form will be used by us for the purpose of approaching you to promote or offer to supply goods or services, including promotional campaigns, offers or loyalty programmes which may be of interest to you, or for which you may qualify unless you have elected to opt-out.

Signed at ..... on this ..... day of .....

.....

Full names in block letters ..... Designation .....

Signature of applicant .....