

Please ensure copies of the following documents accompany this form

For Companies

- CM1 & CM29 documents
- Company Utility Bill
- ID for each Director
- Utility Bill for each Director
- Proof of Tax & VAT registration

For Close Corporations

- CK1 document
- Close Corporation Utility Bill
- ID for each Member
- Utility Bill for each Member
- Proof of Tax & VAT registration

1: PREMISES & LEASE DETAIL

Property name: _____	Unit number: _____
Parking bays: _____	Other: _____
Lease Start date: _____	Lease end date: _____
Occupation date: _____	
Monthly rental: R _____	Operational cost: R _____
Monthly parking: R _____	Monthly Security: R _____
Other rental: R _____	Other charges: R _____

(Kindly quote all monthly rentals and operational cost as advertised, excluding VAT.)

2: TENANT / LESSEE DETAILS

Entity registered name: _____	Registration no: _____
Business trading name: _____	VAT number: _____
Description of the business: _____	
Current trading address: _____	
Business domicile address: _____	
Current Landlord: _____	Landlord Tel: _____

3: DIRECTOR/MEMBER DETAILS

Full Names & Surname of Director/Member to sign the lease: _____

Director / Member 1:

Mr/Mrs/Ms/Other: _____	Surname: _____	ID Number: _____
Full Names: _____		Citizenship: _____
Residential Address: _____		Telephone: _____
Email address: _____		Mobile: _____
Marital status: <input type="checkbox"/> Not Married <input type="checkbox"/> Antenuptial Agreement <input type="checkbox"/> In Community of Property		

Director / Member 2:

Mr/Mrs/Ms/Other: _____	Surname: _____	ID Number: _____
Full Names: _____		Citizenship: _____
Residential Address: _____		Telephone: _____
Email address: _____		Mobile: _____
Marital status: <input type="checkbox"/> Not Married <input type="checkbox"/> Antenuptial Agreement <input type="checkbox"/> In Community of Property		

Director / Member 3:

Mr/Mrs/Ms/Other: _____	Surname: _____	ID Number: _____
Full Names: _____		Citizenship: _____
Residential Address: _____		Telephone: _____
Email address: _____		Mobile: _____
Marital status: <input type="checkbox"/> Not Married <input type="checkbox"/> Antenuptial Agreement <input type="checkbox"/> In Community of Property		

(... to continue)

3: DIRECTOR/MEMBER DETAILS (...continue)

Director / Member 4:		
Mr/Mrs/Ms/Other: _____	Surname: _____	ID Number: _____
Full Names: _____		Citizenship: _____
Residential Address: _____		Telephone: _____
Email address: _____		Mobile: _____
Marital status: <input type="checkbox"/> <i>Not Married</i> <input type="checkbox"/> <i>Antenuptial Agreement</i> <input type="checkbox"/> <i>In Community of Property</i>		

4: SURETY

Surety 1:		
Mr/Mrs/Ms/Other: _____	Surname: _____	ID Number: _____
Full Names: _____		Citizenship: _____
Residential Address: _____		Telephone: _____
Email address: _____		Mobile: _____
Surety 2:		
Mr/Mrs/Ms/Other: _____	Surname: _____	ID Number: _____
Full Names: _____		Citizenship: _____
Residential Address: _____		Telephone: _____
Email address: _____		Mobile: _____

5: TRADE REFERENCES

1	Company name: _____	Telephone: _____
	Contact Person: _____	Amount owing: _____
2	Company name: _____	Telephone: _____
	Contact Person: _____	Amount owing: _____
3	Company name: _____	Telephone: _____
	Contact Person: _____	Amount owing: _____

6: BROKER/AGENT WHO INTRODUCED THE PREMISES

<input type="checkbox"/> <i>Daleglen website</i> <input type="checkbox"/> <i>To Let sign</i> <input type="checkbox"/> <i>Been tenant before</i> <input type="checkbox"/> <i>Other referrals (Please specify)</i> _____ <input type="checkbox"/> <i>Agent/Broker (Please specify Company and Broker name)</i> _____

7: ACKNOWLEDGEMENT

<input type="checkbox"/> <i>I/We hereby confirm that I/we have personally inspected the interior of the premise applied for & accept the condition of the said premises as is</i> <input type="checkbox"/> <i>I/We also declare that the above information is accurate and correct.</i> <input type="checkbox"/> <i>If the application is successful, I/we agree to sign Daleglen Property Group's standard lease agreement and I/we shall be bound by all the terms and conditions thereof. No agreement of lease shall be deemed to exist between the Lessor and myself until the lease has been signed by, or on behalf of, the Lessor. Draft Agreement of Lease will be forwarded on approved applications only.</i> <input type="checkbox"/> <i>By submitting the application form, the applicants hereby consents and authorises the Landlord and Daleglen Property Group (Pty) Ltd to: Contact, request and obtain information from any credit provider (Or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness to any registered credit bureau or to any credit provider (Or potential credit provider) seeking a trade reference regarding the applicants dealings with the Lessor.</i>
_____ <i>Authorised signature</i> <i>Initials & Surname</i> <i>Capacity</i> <i>Date</i>