

## TENANT APPLICATION FORM FOR RETAIL.

Please fill in to enable us to complete contracts correctly before rental. PLEASE email back to magel@grovegroup.co.za

**DATE:**

### PROPERTY AND TENANT DETAILS/INFORMATION. Please fill in and email back.

#### LESSOR DETAILS:

1	OWNER OF PROPERTY	LOUIS GROVE FAMILIE TRUST
	CONTACT PERSON	MAGEL GROVE
	TELEPHONE	021 976 4336
	MOBILE	083 261 9404
	FAX	021 976 4336 phone before fax as we need to be in the office to receive a fax.
	EMAIL LETTING	<a href="mailto:magel@grovegroup.co.za">magel@grovegroup.co.za</a>
	WEBSITE	<a href="http://www.grovegroup.co.za">www.grovegroup.co.za</a>
	ACCOUNTS	021 976 4336

Fill in from the rental schedule for shop to rent.

2	<b>PROPERTY TO RENT:</b>	LIBRI BUSINESS CENTRE SHOP NR.
	SQ METERS	
	RENTAL RATE P M <sup>2</sup>	
	RENT PER MONTH	R 0
	1 PARKING BAY @	R 0
	1 LIGHT BOX @	R 0
	OPERATIONAL COSTS@R	R 0
	TOTAL RENTAL before vat	R 0
	TOTAL RENTAL with vat	R 0
	2 M DEPOSIT REQUIRED	2 MONTH DEPOSIT WITH 1ST MONTH RENTAL.

THIS CONTRACT YEARS

JANITOR	Dot in shop 5 Allied Arms.
CONTACT DETAILS	021 852 3216

#### 3 TENANT INFORMATION AS WILL APPEAR ON THE CONTRACT: If a person then your name. If a Company or CC then that name

TENANT/LESSEE NAME	
TRADING AS:	
COMPANY REGISTRATION	
VAT REGISTRATION NR	
WEBSITE:	

#### LESSEES DETAILS:

#### 4 SOLE PROPRIETOR, DIRECTORS, PARTNERS, TRUSTEES OR MEMBERS OF LESSEE:

4.1	<b>NAME:</b>	
	ID NUMBER(attach copy)	
	PHYSICAL ADDRESS	
	(attach utility bill)	
	PO BOX ADDRESS	
	TELEPHONE	
	FAX	
	MOBILE	
	EMAIL	

4.2	<b>NAME:</b>	
	ID NUMBER(attach copy)	
	PHYSICAL ADDRESS	
	(attach utility bill)	
	PO BOX ADDRESS	
	TELEPHONE	
	FAX	
	MOBILE	
	EMAIL	

5	NAME OF BUSINESS	
	YEARS EXISTING	
	START-UP BUSINESS ?	
	BANK ACCOUNT DETAIL	Aattach a copy of a bankstatement of the account from where the debit order will come and where the deposit will be returned to.
	WORKING CAPITAL	R
	SHOPFITTING BUDGET	R
	SUPPLIER REFERENCE 1	
	SUPPLIER REFERENCE 2	
	HOW MANY STAFF ?	
6	<b>ACCOUNTS/INVOICES TO</b>	
	CONTACT PERSON	
	TELEPHONE	
	FAX	
	EMAIL	
7	<b>Please attach a copy of the following documentation: compulsory</b>	
	1.If a tenant is a SOLE PROPRETOR:	
	1.1	ID
	1.2	copy of a utility bill
	1.3	copy of a bankstatement from where the debit order will be subtracted from.
	2..If a tenant is a CO:	
	1.1	Company Registration documents CM1
	1.2	CM29 Certificate issued by the registrar of companies& close corporations.Certificate of confirmation
	1.3	Vat registration
	2.If a tenant is a CC:	
	2.1	CK 1
	2.2	CK 2
	2.3	Vat registration
	8	<b>REFERERENCES: PREVIOUS RENTALS OR EXISTING RENTALS</b>
LOCATION		
DURATION		
CONTACT PERSON		
TELEPHONE		
MOBILE		
EMAIL		
LOCATION		
DURATION		
CONTACT PERSON		
TELEPHONE		
MOBILE		
EMAIL		
By filling in this application I give permission to the Landlord to run a credit check on me, my company, my CC as necessary.		
I also declare that all information supplied is truthfull and may be verified by the Landlord.		
I (natural person) declare all information supplied as correct : name _____ signature _____ date: _____		
9	<b>DOCUMENTS REQUESTED:</b>	
	9.1	<b>DETAILED DISCRPTION OF BUSINESS CONCEPT AND COMPLETE OFFERING TO THE MARKET.</b>
	9.2	<b>TARGET MARKET THAT YOU WISH TO REACH - DEMOGRAPHIC / INCOME GROUP</b>
	9.3	<b>BUSINESS PLAN</b>
	9.4	<b>PRELIMINARY VISUALS OF CONCEPT (ARCHITECTS DRAWINGS NOT REQUIRED) PHOTOS FROM CATALOGUE WILL DO</b>
	9.5	<b>DETAILS OF OPERATORS AND CURRENT/ PREVIOUS EXPERIENCE.</b>
	9.6	<b>DETAILS OF ADVERTISING plan and budget.</b>
NOTE: COST TO DRAFT THE LEASE CONTRACT IS R800 PLUS VAT = R912.		
10	<b>FOLLOW UP AND STATUS</b>	