

Please fill in to enable us to complete contracts correctly before rental.

**TENANT APPLICATION FORM:**

**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
	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

2	<b>PROPERTY TO RENT:</b>	LIBRI BUSINESS CENTRE, LIBRI LANE, SOMERSET WEST : OFFICE NR.
	SQ METERS	0
	RENTAL RATE P M <sup>2</sup>	R 0
	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
	DEPOSIT REQUIRED 2 M	R 0
	COST TO DRAFT LEASE	We draft the lease agreement at a cost of R800 before Vat = total R912
	JANITOR FOR KEYS	Dot in shop 5 Allied Arms.
	CONTACT DETAILS	021 852 3216

3	<b>THE TENANT INFORMATION: THE ENTITY THAT WILL BE RENTING</b>	
	TENANT/LESSEE NAME	
	COMPANY REGISTRATION	
	VAT REGISTRATION NR	

4	<b>DIRECTORS, PARTNERS, TRUSTEES OR MEMBERS OF LESSEE:</b>	
	<b>PARTNER ONE</b>	
	ID NUMBER(attach copy)	
	PHYSICAL ADDRESS	
	(attach utility bill)	
	PO BOX ADDRESS	
	TELEPHONE	
	FAX	
	MOBILE	
	EMAIL	

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

**DIRECTORS, PARTNERS, TRUSTEES OR MEMBERS OF LESSEE:**

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

5	NAME OF BUSINESS	
	YEARS EXCISTING	
	HAVE A BANK ACCOUNT	Supply 3 months bank staements as proof that the business can afford to pay the rental.
	BUSINESS PLAN	
	WORKING CAPITAL	We need to see that you have reserves in your business as to pay for advertising also.
	SUPPLIER REFERENCE 1	
	SUPPLIER REFERENCE 2	
	HOW MANY STAFF ?	
	INSTALLATION BUDGET	

6	<b>ACCOUNTS/INVOICES</b>	
	CONTACT PERSON	
	TELEPHONE	
	FAX	
	EMAIL	

7	<b>Please attach a copy of the following documentation: compulsory</b>	
	1.If a tenant is a CO:	
	1.1	Company Registration documents
	1.2	CM 22, CM 26 , CM 29 , SARS VAT REGISTRATION VAT 103.
	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>REFFERANCES: 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: \_\_\_\_\_  
NOTE: COST TO DRAFT THE LEASE CONTRACT IS R800 PLUS VAT = R912.

9	<b>FOLLOW UP AND STATUS -office use.</b>	