



Tel: 043 721 1166 | Fax 043 721 1672 | Email: info@keicommercial.co.za

COMMERCIAL RENTAL APPLICATION FORM

(Including a juristic person applying for residential accomodation)

Premises Applied For: _____

Verified (office use)

IF YOU ARE TRADING AS A NATRURAL PERSON OR SOLE PROPRIETOR, THEN COMPLETE THIS SECTION:

Full Names		
ID Number		
Date of Birth		
Nationality		
Telephone Number		
Fax Number		
Cellphone Number		
Email Address		

IF YOU ARE TRADING IN A LEGAL ENTITY (CC, COMPANY, TRUST ETC), THEN COMPLETE THIS SECTION:

Registered Name		
Trading Name		
Date of Establishment		
Registration Number/ID Number		
Type of Registration (circle)	Close Corporation Company Trust Partnership Other:	

ALL APPLICANTS TO COMPLETE THE BELOW SECTIONS:

Registered Address		
	Postal Code:	
	Country:	
Physical Business Address		
	Postal Code:	
	Country:	
Head Office Address (If different to physical business address)		
	Postal Code:	
	Country:	
	<i>If applicant operates from multiple addresses, state address of office seeking to enter into lease agreement:</i>	
	Postal Code:	
Country:		

Initials

Postal Address

Postal Code:
Country:

SA Income Tax number

VAT Registration Number

Type of Business

Other Businesses of the Applicant

Annual Turnover (circle)

Asset Value (circle)

Public Liability Insurance Amount:
(Required)

More than R 2mil	Less than R 2mil	(For Consumer Protection Act reasons)
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More than R 2mil	Less than R 2mil	(For Consumer Protection Act reasons)
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*** Public liability insurance protects you if clients or members of the public suffer personal injury at your place of business or property damage because of your business. It can pay for the costs of subsequent legal expenses or compensation claims and is an integral cover for businesses that interact regularly with customers. Should you not have such insurance, we can arrange for an insurance broker to contact you to arrange such cover.**

Authorized Representative

Full Names

ID Number

Date of Birth

Nationality

Residential Address (for FICA purposes)

Telephone Number

Fax Number

Cellphone Number

Email Address

To apply and negotiate on behalf of legal entity	To sign the lease agreement

*** Any person applying, negotiating and signing on behalf of a legal entity, must be authorized to do so. Proof of authorization to be provided. On the last page of this form we provide a basic template authorization form for your convenience**

Close Corporation/Company Manager or CEO

Full Names

ID Number

Date of Birth

Nationality

Residential Address (for FICA purposes)

Telephone Number

Fax Number

Cellphone Number

Email Address

Initials

Members of the Close Corporation (Only complete if this application is for a close-corporation)

Full Names				
ID Number				
Date of Birth				
Nationality				
Residential Address (for FICA purposes)				
Telephone Number				
Fax Number				
Cellphone Number				
Email Address				

Trustees, Founders and Beneficiaries of Trusts

Please provide the information as specified above in the form of an addendum to the this application. We require the information for ALL trustees, founders and beneficiaries of the trust. This information is required in terms FICA.

Accounts Department Contact Person

Full Names	
Telephone Number	
Fax Number	
Cellphone Number	
Email Address	

Branch Contact Person

Full Names	
Telephone Number	
Fax Number	
Cellphone Number	
Email Address	

Trade References

Name of Company (Creditor)	
Contact Number	
Credit Limit	
Account Status	
Account Type	

Name of Company (Creditor)	
Contact Number	
Credit Limit	
Account Status	
Account Type	

Previous / Current Landlord Details

Name & Telephone Number
Name & Telephone Number

Bank Details

Bank
Account Name
Bank Account Number
Branch
Branch Code

Sureties (For Juristic Persons)

Full Name
Identity Number
Residential Address

Work Address

Married ANC / COP
Name of Spouse
ID Number of Spouse

IF RESIDENTIAL RENTAL: Occupant Details

Full Names
Telephone Number
Fax Number
Cellphone Number
Email Address
Number of occupants

Adults:	Children:	Ages of children:

VERY IMPORTANT: PETS AND NUMBER OF VEHICLES TO BE DISCUSSED WITH AGENT AND APPROVED BY THE LANDLORD

FICA DOCUMENTATION - We cannot process this application without ALL of the following supporting documentation:

6 MONTHS BANK STATEMENTS, PLUS THE FOLLOWING:**Natural Person/Sole Proprietor**

Copy of ID/Passport/Refugee ID document
Proof of physical address
Proof of business trading name
Proof of income tax number (If issued)
Marriage certificate and copy of Spouse's ID **if married in community of property**

Company (Ltd or Pty Ltd)

Certificate of Incorporation (CM1), Change of name of company certificates (CM9) **OR** Cipro company registration document
Notice of Registered Office and Postal Address (CM22)
Proof of trading name
Proof of physical address (if different to registered address)
Proof of head office address (if different to registered address)
Income Tax number (if issued)
Vat registration certificate (if issued)

Initials

Copy of ID - Manager of company/CEO

Copy of ID - Company representative

ID documents, contact details and residential address of any person holding more than 25% interest in company

Listed Company (Ltd or Pty Ltd) (Listed on JSE, NOT a subsidiary company)

Certificate of Incorporation (CM1), Change of name of company certificates (CM9) **OR** Cipro company registration document

Proof of listing status

Close Corporation

Certificate of Incorporation (CK1) and Amended Founding Statement if applicable (CK2) **OR** Cipro company registration document

Proof of trading name

Proof of physical address (if different to registered address)

Proof of head office address (if different to registered address)

Income Tax number (if issued)

Vat registration certificate (if issued)

Copy of ID - Each Member

Copy of ID - Company representative

Partnerships

Copy of Partnership Agreement OR confirmation letter from partnership that no agreement exists

Proof of trading name (can be noted on partnership agreement or "no agreement" letter)

Vat registration certificate (if issued)

Income Tax number (if issued)

Copy of ID - Each Partner/Trustee

Copy of ID - Partnership representative/Trust Representative

Trusts

Trust Deed

Letters of Authority

Confirmation of Address where trust registered (Indicated on letters of authority)

Vat registration certificate (if issued)

Income Tax number (if issued)

Copy of ID - Each founder

Copy of ID - Each trustee

Copy of ID - Trust Representative

Other Legal Entities

Founding Documents/Registration Documents

Proof of registered address

Proof of trading name

Proof of physical address (if different to registered address)

Proof of head office address (if different to registered address)

Vat registration certificate (if issued)

Income Tax number (if issued)

Copy of ID - Each person connected to entity

Copy of ID - Representative

Please note the following charges will become applicable should the Landlord accept your application:

Security Deposit	The security deposit for each approved application will be dealt with individually
Key Deposit	R 500.00
Lease Preparation Fee	R 1650.00 If rental is below R 6000.00 excl VAT, then lease fee is R 650.00
Documentation Fee: Company	R 970.00 If rental is below R 6000.00 excl VAT, then documentation fee is R 580.00
Documentation Fee: Sole Proprietor	R 740.00 If rental is below R 6000.00 excl VAT, then documentation fee is R 350.00
Electricity and Water Deposit	If applicable, will be charged at the BCM tariff for such deposits
Credit check fee: Per Individual	R 74.00
Credit check fee: Per Company	R 333.00
Landlord Admin Fee	R 570.00 (Charged when Landlord needs to consider requests from Tenant)

* The above figures include VAT @ 14% (VAT not applicable to deposits)

* Should an attorney's services/advice be required in drafting the lease agreement, the tenant will be liable to pay for the attorneys fees

* Payment can be to Kei Commercial via EFT, ATM linked payment, electronic collection or cash deposit. Please note the below charges will be applicable should you deposit cash into our account:

Amount of Deposit	Charge (Incl. VAT)
R 101.00 to R 3000.00	R 45.40
R 3001.00 to R 6000.00	R 90.80
R 6001.00 to R 9000.00	R 136.20
R 9001.00 to R 12000.00	R 181.72
R12001.00 to R 15000.00	R 227.00
R 15001.00 to R 18000.00	R 272.40

*Continues on same sliding scale

Other & Arrear/Default Charges (incl VAT):

Letter, Letter of Demand, Telephone Call, SMS, Email, Fax	R 17.10
Registered Letter	R 34.75
RD Payments/Cheques	R 185.00
Cheque Deposit Fee	R 48.00

The above charges are subject to change should any supplier increase their fees

I/We agree and allow the Landlord or Agent at all times to contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau that may be necessary to assess my/our behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness;

I /We agree and allow the Landlord or Agent or Rentmaster to furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of me/us to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding my/our dealings with the Landlord;

I/We declare that the information we have given in this application form is true and correct to the best of my/our knowledge and that I/we have not failed to provide any information which, if the Landlord had known such information, would not have allowed the application to be successful.

Authorized signatures:

 Signature

Name: _____

Date: _____

 Signature

Name: _____

Date: _____

Office use:

Name of person obtaining information:

Type of transaction concluded with client:

All details requiring verification checked
and verified:

Credit check done:

Date:

Signed:

Signed: FICA Officer/Administrator

RESOLUTION

By the board of directors / members / trustees / partners of

Name

Registration Number

"the Tenant/Applicant"

RESOLVED THAT the tenant enter into an agreement of lease in respect of premises situated at:

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RESOLVED FURTHER THAT

Full name and surname:
ID Number:

be authorized to act on behalf of the entity in applying for a new lease for the above premises.

Certified a true extract

Signature: Chairperson of meeting/person providing authority

Name & Surname

Designation

Place

Date

Entity Stamp
