



APPLICATION TO LEASE
to
THE UNIVERSITY OF JOHANNESBURG
("the Landlord")

I / We, the undersigned,

.....

Individual	(Pty) Ltd	CC
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(Please tick the correct box)

Trading as

.....

("the Applicant")

Please complete the following:

1. Company incorporated in terms of the Companies Laws of South Africa with registration number.....
2. Close Corporation incorporated in terms of the Close Corporations Act of 1984 with registration number.....
3. Trust incorporated in terms of the laws of South Africa with trust number
.....
4. Sole Proprietor with ID nr.....

The applicant and surety hereby acknowledges that this is an application for a lease only, and does not constitute an offer to lease. The applicant and surety, with their signature to this application hereby provides their consent for the vetting process. Only in the event of a successful vetting process, will UJ issue an offer to lease to the applicant. Both the applicant and surety acknowledges that it is a requirement to sign a formal lease agreement, which incorporates a deed of surety.

INITIAL HERE:

THE APPLICANT HEREBY APPLY TO LEASE, "the Leased Premises", on the following terms and conditions:

1. LOCATION

1.1

2. PREMISES DESCRIPTION

2.1 Office/Shop Number measuring approximatelyleasable m²

3. USE OF PREMISES

3.1 The premises shall be used for the purpose of:

3.2
.....

3.2 The operation will be trading under the name of:

.....

3.3 It is specifically recorded that no exclusivity is granted of whatever nature to the applicant.

3.4 Trading hours will be:

3.4.1 Mondays to Thursdays

3.4.2 Fridays

3.4.3 Saturdays

3.4.5 Sundays

3.4.6 Public Holidays

3.4.7 Other important trading times to be noted

4. PROPOSED RENTAL

4.1 The rental shall be R..... per month exclusive of V.A.T.

4.2 The parking rental shall be R..... per month exclusive V.A.T.

5. LEASE PERIOD AND ESCALATION

5.1 **IMPORTANT:** Keys to the premises will only be handed over for beneficial occupation once the lease agreement has been signed and the deposit, stamp duty and lease fees paid.

5.2 The rental shall escalate at 10% per annum compounded on each anniversary date of the commencement of the lease.

6. DEPOSIT

6.1 In the event of an offer to lease, a non-interest bearing, refundable **deposit equal to two months' gross rental** is payable by means of a direct deposit into a nominated bank account

within 24 hours after the landlord's acceptance of this application.

- 6.2 A Bank Guarantee from the applicant's bankers in a format acceptable to the Landlord may be given in lieu of a cash deposit. Late receipt of a deposit or bank guarantee will attract interest at the appropriate rate.

7. ADDITIONAL CHARGES FOR APPLICANT'S ACCOUNT

In the event of an offer to lease, the applicant shall pay for:

- 7.1 All charges for electricity, water, refuse and services consumed in or on the premises, and any levies and charges relating to services provided by any competent authority in respect of the leased premises.
- 7.2 The applicant's pro-rata share of the property assessment rates levied on the building and/or the land from time to time plus VAT which the Landlord is obliged to levy in respect of such recovery and his pro-rata share.
- 7.3 Lease administration fee – **R1 000.00 + R140.00 VAT = R1 140.00**
- 7.4 The credit checks and vetting application process fees for both the applicant and the surety. This is payable upon signature of the application.

8. APPLICATION TO LEASE

- 8.1 Once the application to lease has been accepted, it will be a requirement that the Applicant and surety signs the standard lease agreement of the Landlord, which agreement is available upon request for review.
- 8.2 The application to lease is subject to the right to cancel the application within seven (7) business day, (the "cooling-off" period) from signature by the applicant and surety of this application.

9. SURETY

- 9.1 The Applicant should be aware that it is a requirement that a surety signs the lease agreement. The suretyship is contained in the application to lease and is available on request.
- 9.2 The surety should be made aware of credit check and vetting processes, and that the associated cost of these processes shall be for the surety's account.

10. SUSPENSIVE CONDITIONS

- 10.1 This application is suspensive on the terms and conditions being approved by the Landlord.
- 10.2 This application is suspensive on the Applicant's compliance to the Financial Intelligence Centre Act (FICA).
- 10.3 This application is suspensive on the condition that the applicant signs the Landlord's standard lease agreement.
- 10.4 This application is furthermore suspensive on the condition that a surety signs the deed of surety attached to the standard lease agreement.

11. GENERAL

11.1 All amounts referred to in this application document are exclusive of Value Added Tax, and Value Added Tax will be payable in addition to any amounts referred to.

11.2 Written permission from both the prospective applicant and surety should be submitted with this application to lease to allow the Landlord to lodge applications for the credit checks and vetting processes.

Signed aton this the day of 20.....

AS WITNESSES :

APPLICANT'S SIGNATURE

1.

.....

Print name:

Designation:

for and behalf of the Applicant being duly authorised hereto

Signed aton this the day of 20...

AS WITNESSES :

SURETY'S SIGNATURE

1.

.....

Print name:

Contact details:

Tel:

Email:@.....



FOR OFFICIAL USE ONLY

For and on behalf of the Landlord being duly authorised hereto:

DIRECTOR: PROPERTY MANAGEMENT

Comments/Recommendations:.....
.....
.....
.....

SIGNATURE: **DATE:**

EXECUTIVE DIRECTOR: OPERATIONS

Comments/Recommendations/Approval:.....
.....
.....
.....

SIGNATURE: **DATE:**

CREDIT APPLICATION FORM

Complete either section A or B, plus C & D and submit together with the documents requested on the attached schedule.

SECTION A – BANKING DETAILS - TO BE COMPLETED IN ALL CASES			
Name of Bank:		Branch Name:	
Name of Account:		Branch Code:	
Account Number:		(CHEQUE account)	
SHOULD YOU NOT HAVE A CHEQUE ACCOUNT, PLEASE ATTACH A COPY OF 3 X MONTHS' STATEMENTS TO ACCOMPANY THIS APPLICATION			
SECTION B - INDIVIDUAL			
Surname		First Names	
ID Number		Marital Status	
Residential Address:			
Tel. Numbers	Cell:	Work:	
E-Mail Address:		Home:	
SECTION C – COMPANY / CLOSE CORPORATION			
Name Of Company/CC:			
Co/CC Registration No.			
Registered Address:			
Postal Address:			
Tel. Numbers	Cell:	Work:	
E-Mail Address:		Home:	
FULL NAMES AND ID NUMBERS OF ALL DIRECTORS / MEMBERS:			
Name	ID No.	Name	ID. No.
1.		4.	
2.		5.	
3.		6.	
Vat. Registration No.			
Full names of main authorised signatory			
SECTION D – PAYMENT OF ACCOUNTS			
Person in the Company / Close Corporation responsible for paying accounts:			
Business Tel. No:		Direct Line:	
Cell No:		Fax No:	
Email address:			
Email address:			

DOCUMENTATION REQUIRED IN TERMS OF THE FICA REGULATIONS

1. If you are a Closed Corporation, copies of:

Form CK 1: Certificate of Incorporation

Form CK 2

V.A.T. Registration Certificate

Tax Registration Certificate

Tax Clearance Certificate

Copy of utility account to verify trading name

Certified copies of ID Documents of all CC members

Resolution authorising the signatory to sign on behalf of the close corporation

2. If you are a "(Pty) Ltd." company, copies of:

Form CM 1: Certificate of Incorporation

Form CM 29: List of directors

Form CM 22: Change of name of Company (if applicable)

V.A.T. Registration Certificate

Tax Registration Certificate

Tax Clearance Certificate

Copy of utility account to verify trading name

Certified Copies of ID Documents of all directors

Resolution authorising the signatory to sign on behalf of the company

3. If you are a Sole Proprietor, copies of:

V.A.T. Registration Certificate (or an affidavit confirming you are not registered for V.A.T.)

Tax Registration Certificate (or an affidavit confirming you are not registered for tax)

Copy of utility account

Certified copy of ID Document

4. If you are the surety

Certified copy of ID Document

Company registration