

COMMERCIAL PROPERTY APPLICATION TO RENT AND SCREENING FORM

Please complete this application form, **attach a copy of all Company registration documents and for applicants whose annual turnover is less than R100m, we require a Business Plan as well as each involved Individuals Screening Documents** and e-mail it to: office@letitSMART.co.za (Complete all sections and where detail is not applicable, mark N/A accordingly)

Guidelines:

- Please complete this document to the best of your knowledge – at the end you will sign it as a declaration that the contents are factually correct.
- The information provided by you will be used to determine your suitability as a tenant which is largely decided by your credit track record and ability to pay the rent and services.
- By signing this document, you give your express permission for the property owner and / or agent to screen your credit and financial track records by accessing one or more of the credit bureaus – any information obtained from these bureaus will remain confidential and we will only advise whether the result was “acceptable” or “unacceptable”. You also give your express permission for the property owner and / or agent to contact any of your listed reference to discuss and determine your suitability as a tenant.
- Process Outlined:
 - You complete this screening document and return it to our offices [Per hand or e-mail]
 - Let It Smart will do a preliminary review of your application and if we conclude that you are a potential tenant, we will request that you pay the holding deposit (Equal 1.5 x the rent amount) into the property owner’s account [We will provide the banking details and reference to use] and once proof of deposit is received, Let It Smart will have your financial track profile assessed. [The profiling process is usually less than 2-3 business days.]
 - Let It Smart will then advise you of the outcome and should the financial profile assessment confirm an acceptable track record and tenant suitability, Let It Smart will draw up the complete lease agreement documents and send them to you for review and signing at our offices. Should the financial profile assessment result turn out to be unacceptable, we will inform you and deduct the credit bureau costs from your deposit (only if the information you provided was not supportive) and return the full balance to your banking account.
 - Once you have signed the lease agreement and it is countersigned by the property owner, the original will be retained by our offices and a digital scan of it will be sent to you and the “holding deposit” you paid will not become your “lease deposit”.
- If the lease is to be placed in the name of a Private Company, Trust or Partnership, and the annual turnover is less than a R100m per Annum, we require a business plan and all shareholders / members / Trustees as applicable need to complete an additional screening form per individual unless this requirement is waived by Let It Smart.
- If the lease is to be placed in the name of legal body other than a private individual, then we need a copy of the Company / Trusts documents and registration and declaration documents to identify the directors / members / partners or trustees and they will be required to sign a surety document.

Administrative Section (For completion by admin staff)

PROPERTY OWNER	<input style="width: 100%;" type="text"/>		
RENTAL UNIT	<input style="width: 100%;" type="text"/>		
LIS REF #	<input style="width: 150px;" type="text" value="SS000RXXX"/>	BASE MONTHLY RENT (Excluding Municipal Services)	<input style="width: 100px;" type="text" value="R"/>
DEPOSIT	<input style="width: 100px;" type="text" value="R"/>	PD DD-MMM-YYYY	AVAILABLE FROM <input style="width: 100px;" type="text" value="DD-MMM-YYYY"/>
CREDIT CHECK	<input style="width: 50px;" type="text" value="PASS"/>	<input style="width: 50px;" type="text" value="FAIL"/>	COMMENTS:
REF CHECK	<input style="width: 50px;" type="text" value="PASS"/>	<input style="width: 50px;" type="text" value="FAIL"/>	
LESSEE ACCEPTED	<input style="width: 50px;" type="text" value="YES"/>	<input style="width: 50px;" type="text" value="NO"/>	

PROPERTY APPLYING TO LEASE

COMPANY / ENTERPRISE NAME

TYPE OF COMPANY

Tick One >>

SOLE PROPRIETOR

PARTNERSHIP

TRUST


CLOSED CORPORATION

LIMITED COMPANY

PUBLIC COMPANY

REGISTRATION NUMBER

Provision is made below for four partners / trustees / members / shareholder's details – should more names needed to be tabled, then please include them on a separate sheet and attached to this application



FULL NAME

eMail ADDRESS

CELL PHONE # % SHARES / PARTNERSHIP

ID NUMBER

FULL NAME

eMail ADDRESS

CELL PHONE # % SHARES / PARTNERSHIP

ID NUMBER

FULL NAME

eMail ADDRESS

CELL PHONE # % SHARES / PARTNERSHIP

ID NUMBER

FULL NAME

eMail ADDRESS

CELL PHONE # % SHARES / PARTNERSHIP

ID NUMBER

DESCRIBE YOUR BUSINESS ACTIVITY

IS THIS A NEW BUSINESS?

 YES

 NO

HOW MANY YEARS HAS IT BEEN TRADING ?

 <1yr

 >1yr

 >5yrs

 >10yrs

WHAT IS THE ANNUAL TURNOVER ?

 R

COMPANY WEB SITE URL

 WWW.

COMPANY PHONE #

CONTACT PERSON'S NAME

CONTACT PERSON'S eMail ADDRESS

CONTACT PERSON'S CELL PHONE #

DOES THE COMPANY CURRENTLY RENT PROPERTY?

 NO

 YES

LANDLORD'S NAME

LANDLORD'S CELL PHONE #

YEARS

HAS YOUR COMPANY EVER BEEN EVICTED FROM A LEASED PROPERTY?

 YES

 NO

PERIOD OF LEASE REQUESTED (MONTHS)

Tick One >>

 12

 24

 36

 48

 60

OTHER

REQUESTED OCCUPATION START DATE

Tick One >>

 AS SOON AS POSSIBLE

 COMMENCING

 0 1 M M M 2 0 Y Y

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL WE RECEIVE THE FOLLOWING DOCUMENTS IF YOUR BUSINESS HAS AN ANNUAL TURNOVER LESS THAN R100m UNLESS ANY OF THE REQUIRMENTS BELOW ARE WAIVERED BY LET IT SMART:

- An **executive summary of your business plan**. In order for the Landlord to determine your business model suitability, it is imperative that they understand the nature and financial viability of your business. Absolute confidentiality is assured by both the Agency and the Landlord and the information provided will not be shared with any third party and will only be used to determining tenant suitability.
- **Each individual involved in the business** (Sole Proprietor, partner, shareholder or Trustee) is required to complete in full and sign the "**Individual's Screening Form**" and will be required to sign a surety agreement at the time the lease documents are signed.

ANY COMMENTS YOU WOULD LIKE TO MAKE IN SUPPORT OF THE APPLICATION ?

Declaration

- *I, the undersigned, declare that I am duly authorised to make application to rent on behalf of the Company as well as to provide all the information and documents that are required.*
- *I understand that all information supplied in this application will be treated as strictly confidential and only used to determine my suitability to lease the property in the interests of protecting the Landlord's investment and property.*
- *I fully understand and consent that the Landlord and / or their representative may contact any references listed above and / or obtain credit records from any applicable bureau for the purposes of determining the Company's credit worthiness.*
- *I, the undersigned, declare that the information provided by me is true and correct and I accept and agree to the process and content as outlined in the guidelines section and all other sections of this document.*
- *I, the undersigned, declare that the information provided above is true and correct and understand that any false information will be considered as fraud with the resulting implication of criminal prosecution and/or cancellation of any applicable lease agreement based on this screening application. I approve and agree to the Landlord or his agent/agency performing a credit check with any applicable South African credit bureau or agency.*

AUTHORISED PERSON'S NAME

AUTHORISED PERSON'S ID #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SIGNATURE DATE

0	0	M	M	M	Z	0	Y	Y
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AUTHORISED PERSON'S SIGNATURE

BUSINESS PLAN GUIDELINES

The five components of a business Plan

Whether you're building a business plan to raise money and grow your business or just need to figure out if your idea will work, every business plan needs to cover 5 essential topics. Here's a quick overview of each topic. There are a lot more details and instructions for each step later in this guide.

1. Executive summary

The executive summary is an overview of your business and your plans. It comes first in your plan and is ideally only one to two pages.

2. Opportunity

The opportunity section answers these questions: What are you actually selling and how are you solving a problem (or "need") for your market? Who is your target market and competition?

3. Execution

In the execution chapter of your business plan, you'll answer the question: how are you going to take your opportunity and turn it into a business? This section will cover your marketing and sales plan, operations, and your milestones and metrics for success.

4. Company and management summary

Investors look for great teams in addition to great ideas. Use the company and management chapter to describe your current team and who you need to hire. You will also provide a quick overview of your legal structure, location, and history if you're already up and running.

5. Financial plan

Your business plan isn't complete without a financial forecast. We want to see a sales forecast, cash flow statement, income statement (also called profit and loss) and your balance sheet. Letting premises has an element of risk on behalf of the property owner and they need to be assured that you have an understanding of your business and that you have catered for the financial implications as well as cash flow reserves.

An example of a business financial plan is shown on the next page



BUSINESS PLAN - FINANCIAL PROJECTION

FIXED PROPERTY ITEMS	MONTHLY PROJECTIONS		
	YEAR 1	YEAR 2	YEAR 3
Shop Size sq m	85	85	85
Rental /sq m	117.65	131.76	147.58
Operating Cost /sq m	12.72	14.25	15.96
Merchants Association /sq m(3% Rental)	-	-	-
Total Costs per sq m	130.37	146.01	163.53
Esc 12% pa			
Basic Rental per sq m	11 081.20	12 410.94	13 900.26
Total Costs for shop based on sq meters	11 081.20	12 410.94	13 900.26

OTHER OPERATIONAL COSTS (Monthly)	YEAR 1	YEAR 2	YEAR 3	CPiX %
	Wages (2 Staff Members)	-	10 000	10 670
Alarm Monitoring	180	192	205	
Electricity	2 500	2 668	2 846	
Coffee	500	534	569	
Cleaning & Insurance	500	534	569	
Stock Obsolescence (0.1% Cost)	-	15	16	0.10%
Shrinkage (0.3% Cost)	45	45	47	0.30%
Telephone	250	267	285	
Transportation	-	-	-	
Bank Charges / Credit Cards	350	373	398	
Other charges	-	-	-	0.00%

TOTAL	R	15 361	R	27 038	R	29 506
GROSS MARGIN	R	20 000	R	81 000	R	85 050
NETT PROFIT BEFORE TAXATION	R	4 639	R	53 962	R	55 544

ANNUAL PROJECTIONS	YEAR 1	YEAR 2	YEAR 3
	SETUP COSTS BUDGET	R	257 000
INITIAL STOCK	R	-	
RENTAL DEPOSITS	R	-	
STARTUP CAPITAL	R	257 000	
LOAN ACCOUNT	R	250 000	

TOTAL STORE EXPENSES + SETUP COSTS	R	441 334	R	324 462	R	354 072
GROSS MARGIN+ START CAPITAL	R	487 000	R	972 000	R	1 020 600
NETT PROFIT BEFORE TAXATION	R	55 666	R	647 548	R	666 528
Taxation @ 30%	R	16 700	R	194 264	R	199 958
AFTER INVESTMENT VALUE	R	31 966	R	453 283	R	466 570
Monthly	R	2 664	R	37 774	R	38 881



Confidential Document

MONTHLY REVENUE FORECAST YEAR 1 (EXCL VAT)						
ITEM	AVE COST	GM	SELLING	QTY	TOT REV	TOT GM
Table Rentals	R -	100.00%	R 2 500	8	R 20 000	R 20 000
Item 2	R -	60.00%	R -	0	R -	R -
Item 3	R -	60.00%	R -	0	R -	R -
Item 4	R -	60.00%	R -	0	R -	R -
Item 5	R -	60.00%	R -	0	R -	R -
	R -		R -	8	R 20 000	R 20 000
						R 240 000

MONTHLY REVENUE FORECAST YEAR 2 (EXCL VAT)						
ITEM	AVE COST	GM	SELLING	QTY	TOT REV	TOT GM
Table Rentals	R -	100.00%	R 2 625	8	R 21 000	R 21 000
Beauty room treatment	R -	80.00%	R 250	300	R 75 000	R 60 000
Item 3	R -	50.00%	R -	0	R -	R -
Item 4	R -	50.00%	R -	0	R -	R -
Item 5	R -	50.00%	R -	0	R -	R -
	R -		R -	308	R 96 000	R 81 000
						R 972 000

MONTHLY REVENUE FORECAST YEAR 3 (EXCL VAT)						
ITEM	AVE COST	GM	SELLING	QTY	TOT REV	TOT GM
Table Rentals	R -	100.00%	R 2 756	8	R 22 050	R 22 050
Beauty room treatment	R -	80.00%	R 263	300	R 78 750	R 63 000
Item 3	R -	50.00%	R -	0	R -	R -
Item 4	R -	50.00%	R -	0	R -	R -
Item 5	R -	50.00%	R -	0	R -	R -
	R -		R -	308	R 100 800	R 85 050
						R 1 020 600

SETUP COSTS BUDGET	
Item	Cost
Dry Walling	R 20 000
GraniteTops	R 20 000
Cabinets	R 20 000
Counter	R 8 000
Flooring	R 36 000
Painting	R 10 000
Wall Paper	R 10 000
Stone Cladding	R 10 000
Lights	R 8 000
Double Basins	R 10 000
Beauty Room Counter tops & Cupboards	R 20 000
Coffee Machine & Misc	R 15 000
Beauty Salon Chairs	R 10 000
Nail Technician Table Bottoms	R 20 000
Aircons (3)	R 20 000
Hand towels, etc...	R 1 000
Beauty room double basins	R 6 000
Partitions	R 2 000
Plants, etc.....	R 4 000
Mirrors	R 2 000
Blinds	R 5 000
TOTAL	R 257 000

Nail Technicians	
qty	Clients per day
2	R 200
	R 400 PER DAY
	R 8 000 20 Day Month
	R 1 200 Costs (15)
	R 6 800 Balance
	R 4 300 After Rent

Nail Technicians	
qty	Clients per day
3	R 200
	R 12 000 20 Day Month
	R 1 800 Costs (15)
	R 10 200 Balance
	R 7 700 After Rent

Nail Technicians	
qty	Clients per day
4	R 200
	R 16 000 20 Day Month
	R 2 400 Costs (15)
	R 13 600 Balance
	R 11 100 After Rent

Nail Technicians	
qty	Clients per day
5	R 200
	R 1 000 PER DAY
	R 20 000 20 Day Month
	R 3 000 Costs (15)
	R 17 000 Balance
	R 14 500 After Rent

Nail Technicians	
qty	Clients per day
6	R 200
	R 1 200 PER DAY
	R 24 000 20 Day Month
	R 3 600 Costs (15)
	R 20 400 Balance
	R 17 900 After Rent

COMMERCIAL PROPERTY - INDIVIDUAL'S SCREENING FORM

This document must be completed by each applicant / partner / trustee / member / shareholder

Please complete this application form, **attach a copy your ID and 3 months of bank statements** and e-mail it to: office@letitsmart.co.za (Complete all sections and where detail is not applicable, mark N/A accordingly)

Guidelines:

- Please complete this document to the best of your knowledge – at the end you will sign it as a declaration that the contents are factually correct.
- The information provided by you will be used to determine your suitability as a surety for the business which is largely decided by your credit track record and your nett worth.
- By signing this document, you give your express permission for the property owner and / or agent to screen your credit and financial track records / documents and also by accessing one or more of the credit bureaus – any information obtained from these bureaus/documents will remain confidential and we will only advise whether the result was “approved” or “unapproved” in accordance with our letting standards and criteria. You also give your express permission for the property owner and / or agent to contact any of your listed reference to discuss and determine your suitability as a surety.

Administrative Section (For completion by admin staff)

RENTAL UNIT	<input type="text"/>			
LIS REF #	<input type="text" value="SS000RXXX"/>	COMMENTS:		
CREDIT CHECK	<input type="text" value="PASS"/>			<input type="text" value="FAIL"/>
REF CHECK	<input type="text" value="PASS"/>			<input type="text" value="FAIL"/>
SURETY ACCEPTED	<input type="text" value="YES"/>			<input type="text" value="NO"/>

INDIVIDUALS'S DETAILS

COMMERCIAL PROPERTY APPLYING TO LEASE	<input type="text"/>
APPLICANT'S FULL NAME	<input type="text"/>
ID NUMBER	<input type="text"/>
CELL PHONE #	<input type="text"/>
eMail ADDRESS	<input type="text"/>
CURRENT RESIDENTIAL ADDRESS	<input type="text"/>
YEARS At address	<input type="text"/>
WhatsApp #	<input type="text"/>

MARRIED ? (mark with an X what is applicable)

YES	CIVIL MARRIAGE / UNION COMMUNITY OF PROPERTY	CIVIL MARRIAGE / UNION OUT OF COMMUNITY OF PROPERTY (ANC)		
NO	SINGLE	ENGAGED	WIDOWED	DIVORCED

SPOUSE/PARTNER'S FULL NAME

SPOUSE/PARTNER'S ID NUMBER

SPOUSE/PARTNER'S CELL PHONE #

DO YOU CURRENTLY LEASE PROPERTY?

NO YES

AGENCY / LANDLORD'S NAME

AGENCY / LANDLORD'S CELL PHONE #

YEARS
Leasing this property

PROPERTY ADDRESS

HAVE YOU EVER BEEN EVICTED FROM A LEASED PROPERTY?

NO YES

ARE YOU CURRENTLY UNDER DEBT REVIEW?

NO YES

HAVE YOU EVER RECEIVED A JUDGEMENT FOR BAD DEBT?

NO YES

ARE YOU AN UNREHABILITATED INSOLVENT?

NO YES

DETAILS & REASONS (Add additional pages if required)

CREDIT REFERENCE 1 (You agree that we may contact this reference and discuss your personal information)

COMPANY NAME TYPE OF CREDIT

CONTACT PHONE #

CREDIT REFERENCE 2 (You agree that we may contact this reference and discuss your personal information)

COMPANY NAME TYPE OF CREDIT

CONTACT PHONE #

STATEMENT OF ASSETS

A. CASH AT BANK

NAME OF BANK

BRANCH

CURRENT ACCOUNT NUMBER & AMOUNT

 | R

SAVINGS ACCOUNT NUMBER & AMOUNT

 | R

OTHER :
TYPE

ACC NUMBER &
AMOUNT

 | R

B. OTHER INVESTMENTS & ASSETS

i.e. Fixed Deposits/ Unit Trusts, Insurance Policies, Retirement Annuities

NAME & VALUE

 | R

NAME & VALUE

 | R

NAME & VALUE

 | R

C. MOTOR VEHICLE

VEHICLE MAKE & MODEL

VEHICLE REGISTRATION

DO YOU OWN A
MOTOR VEHICLE ?

NO

YES

ESTIMATED VEHICLE VALUE

 R

FINANCING INSTITUTION

ACCOUNT NUMBER

IS THE VEHICLE FINANCED ?

NO

YES

MONTHLY INSTALLMENT

 R

BALANCE OWING

 R

D. FURNITURE

Please specify any article under hire purchase agreement

ESTIMATED
VALUE

 R

E. PROPERTY

PROPERTY ADDRESS

STAND / ERF NO

DO YOU OWN A
PROPERTY ?

NO

YES

ESTIMATED VALUE

 R

BOND HOLDER INSTITUTION

BOND ACCOUNT NUMBER

IS THE PROPERTY BONDED?

NO

YES

MONTHLY INSTALLMENT

 R

BALANCE OWING

 R

DO YOU OWN A
SECOND PROPERTY ?

NO

YES

PROPERTY ADDRESS

STAND / ERF NO

ESTIMATED VALUE

 R

BOND HOLDER INSTITUTION

BOND ACCOUNT NUMBER

IS THE PROPERTY BONDED?

NO

YES

MONTHLY INSTALLMENT

 R

BALANCE OWING

 R

STATEMENT OF LIABILITIES

F. AMOUNT DUE TO BANKS *i.e. Bank Loans, Credit Card Debt*

NAME OF BANK	ACCOUNT NUMBER	MONTHLY REPAYMENT	CURRENT BALANCE
		R	R
		R	R
		R	R

G. STORE ACCOUNTS *i.e. Clothing Stores, etc....*

NAME OF COMPANY	MONTHLY REPAYMENT	CURRENT BALANCE
	R	R
	R	R
	R	R

H. HIRE PURCHASE CREDIT AGREEMENTS

NAME OF COMPANY	ACCOUNT NUMBER	GOODS	MONTHLY REPAYMENT	CURRENT BALANCE
			R	R
			R	R
			R	R

I. PRIVATE LOANS

NAME OF LENDER	YEAR COMMENCED	LOAN AMOUNT	MONTHLY REPAYMENT	CURRENT BALANCE
		R	R	R
		R	R	R
		R	R	R

J. ANY OTHER LIABILITIES

NAME & VALUE		R
NAME & VALUE		R
NAME & VALUE		R

ANY COMMENTS REGARDING ASSETTS & LIABILITIES

A. INCOME

	SELF	SPOUSE
GROSS SALARY	<input type="text" value="R"/>	<input type="text" value="R"/>
	SELF	SPOUSE
NETT SALARY	<input type="text" value="R"/>	<input type="text" value="R"/>
	SELF	SPOUSE
OTHER INCOME	<input type="text" value="R"/>	<input type="text" value="R"/>
TOTAL INCOME >>	<input type="text" value="R"/>	

B. DEDUCTIONS

	SELF	SPOUSE	
PAYE	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	
UIF	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	
MEDICAL AID	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	
PENSION	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	DESCRIPTION
OTHER	<input type="text" value="R"/>	<input type="text" value="R"/>	<input type="text"/>
	SELF	SPOUSE	DESCRIPTION
OTHER	<input type="text" value="R"/>	<input type="text" value="R"/>	<input type="text"/>
	SELF	SPOUSE	DESCRIPTION
OTHER	<input type="text" value="R"/>	<input type="text" value="R"/>	<input type="text"/>
TOTAL DEDUCTIONS >>	<input type="text" value="R"/>		

C. EXPENSES

MAINTENANCE	<input type="text" value="R"/>	RENT PAYMENT	<input type="text" value="R"/>
BOND PAYMENTS	<input type="text" value="R"/>	RATES & TAXES	<input type="text" value="R"/>
WATER, ELECTRICITY	<input type="text" value="R"/>	SEWERAGE, REFUSE	<input type="text" value="R"/>
CELL PHONES	<input type="text" value="R"/>	GROCERIES	<input type="text" value="R"/>
PETROL/TRANSPORT	<input type="text" value="R"/>	DOMESTIC WORKER	<input type="text" value="R"/>
ENTERTAINMENT	<input type="text" value="R"/>	WIFI / SUBSCRIPTIONS	<input type="text" value="R"/>
CLOTHING	<input type="text" value="R"/>	RENT PAYMENT	<input type="text" value="R"/>
SCHOOL FEES	<input type="text" value="R"/>	MEDICAL	<input type="text" value="R"/>

C. EXPENSES (Continued) *List any other expenses as well as any payments from statement of liabilities*

OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
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OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	R <input type="text"/>

TOTAL EXPENSES >> R

Declaration of Applicant

I understand that all information supplied in this application will be treated as strictly confidential and only used to determine my suitability as a surety regarding the commercial property lease application and in the interests of protecting the Landlord's investment and property. I fully understand and consent that the Landlord and / or their representative may contact any references listed above and / or obtain credit records from any applicable bureau for the purposes of determining my credit worthiness. I, the undersigned, declare that the information provided by me is true and correct and I accept and agree to the process and content as outlined in the guidelines section and all other sections of this document.

SIGNATURE DATE

0	0	M	M	M	Z	0	Y	Y
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APPLICANT'S SIGNATURE