



## COMMERCIAL PROPERTY RENT APPLICATION & SCREENING DOCUMENT

**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 firstly your suitability as a tenant which is largely decided by your credit track record and how your business / product will fit into the tenant mix already active in the commercial premises campus.
- By signing this document, you give your express permission for the property owner and / or agent to screen your credit and financial track record 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”
- Process Outlined:
  - You complete this screening document and return it to our offices [Per hand or e-mail]
  - We 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 (1.5 times the rent amount) and once proof of deposit is received, we have your financial track profile assessed. [The profiling process is usually 2-3 business days.]
  - We will then advise you of the outcome and if the financial profile assessment confirms an acceptable track record, we will draw up the complete lease agreement documents and send them to you for signing. Should the financial profile assessment result turn out to be unacceptable, we will inform you and deduct the credit bureau costs from your deposit and return the full balance to your banking account.
  - Once you have signed the lease agreement, the original needs to be returned to our offices or given personally to one of our staff who will collect from you if required.
  - The property owner or owner’s representative will sign the lease and we will scan the document and e-mail you a copy for your records.
- If the lease is to be placed in the name of a Company, Trust or Partnership, and the annual turnover is less than a R100m per annum, then all shareholders / members / Trustees as applicable need to complete an additional screening form per individual.
- 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 as to who the directors / members / partners or trustees are.
- If the lease is to be placed in your personal name, then we require you to complete personal section as well.

Please complete this application form, attach a **copy of your ID** and e-mail it to: [office@letitsmart.co.za](mailto:office@letitsmart.co.za)

Rental Property Description	
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Applicant / Company Name	
Company / Trust Registration number	
Specify type of business (Sole Proprietor, Trust,	





Partnership, CC, Limited Company or public Company	
Describe in one sentence what business activity you intend to conduct in the premises.	
How long has your business been trading?	
Is this a new business venture?	
What is your current annual business turnover?	
Company contact phone number	
Company present address	
Company web site URL	
Designated contact person's name	
Designated contact person's mobile #	
Designated contact person's e-mail address	
Alternate contact person's name	
Alternate contact person's mobile #	
Alternate contact person's e-mail address	





Please complete the table below to reflect the names of all shareholders / members / partners / Trustees owning the business (If more than five, then please provide supporting page with details)

FULL NAME	IDENTITY / PASSPORT #	MOBILE #

Does your business currently rent premises?	YES	NO
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If you answered yes, please provide the following details:

Landlord's Name	
Landlord's telephone #	
If you intend moving your business to these premises, what is the expiry date of your current lease agreement?	

Does your business currently own property?	YES	NO
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If you answered yes, please provide the following details:

Details of property	
Details of any bond on the property	





What is the lease period that you are requesting? (Tick appropriate block)

12 months	
24 months	
36 months	
48 months	
60 months	

When would you want to occupy the property?	
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Has your business ever been evicted from a property	YES	NO
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If you answered yes, please provide the following details:

Details of eviction	
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PLEASE ATTACH THE FOLLOWING DOCUMENTS:-

- 1) Please attach an executive summary of your business plan if your current business has a turnover of less than R10m. In order for the Landlord to determine your business model suitability, it is imperative that he/she understands 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, but purely used in determining suitability of tenant.
- 2) ANY COMMERCIAL LEASE AGREEMENT REQUIRES THE BUSINESS OWNERS/PARTNERS TO PERSONALLY STAND SURETY FOR THE LEASE – IN TERMS OF DETERMINING THE CREDIT WORTHINESS OF EACH INDIVIDUAL, THE NEXT SECTION MUST BE COMPLETED AND SIGNED SEPERATELY BY EACH INDIVIDUAL (Space is provided for one partners / shareholder, should the business involve more, additional pages must be added per individual)





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.

**Note:** All information supplied in this application will be treated as strictly confidential and only used to determine the suitability of the applicant in the interests of protecting the Landlord's investment and property. The applicant fully understands and consents that the Landlord contact any references listed above for the purposes of determining character and or credit worthiness and accepts on behalf of the applicant the process as mentioned in the guidelines section above.

Signed on this the \_\_\_\_ Day of \_\_\_\_\_ in the year 20 \_\_\_\_

\_\_\_\_\_  
Designated Applicant's Signature

*This block for admin purposes only*

OWNER			
UNIT			
LIS REF #	SS		
ACCEPT	YES	NO	





### APPLICANT'S PERSONAL DETAILS

**PLEASE COMPLETE THIS DOCUMENT FOR EACH INDIVIDUAL OWNER / REPRESENTATIVE OF THE ENTERPRISE - INDIVIDUAL / PARTNER / TRUSTEE / SHAREHOLDER'S PERSONAL DETAILS**

Full Name	
ID Number	
Position / function you perform in the applicant business	
Are you employed full time in the applicant business?	
Are you an active or passive shareholder / partner in the business?	
Applicant's current residential address	
Applicant's Cell Phone #	
Applicant's e-mail address	

### PERSONAL REFERENCES (Character related)

Please supply the names and contact details of at two personal references that may be contacted:-

Reference Name	
Reference telephone #	
Relationship	

Reference Name	
Reference telephone #	
Relationship	





**PERSONAL REFERENCES (Credit standing related)**

Please supply the names and contact details of two credit references that may be contacted:-

Reference Name	
Reference telephone #	
Organisation	

Reference Name	
Reference telephone #	
Organisation	

Have you ever received a judgement against you for bad debt	YES	NO
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If you answered yes, please provide the following details:

Details of judgement	
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Are you an unrehabilitated insolvent?	YES	NO
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Are you currently under Debt Review in accordance with the National Credit Amendment Act?	YES	NO
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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.

*Note: All information supplied in this application will be treated as strictly confidential and only used to determine the suitability of the applicant in the interests of protecting the Landlord's investment and property. The applicant fully understands and consents that the Landlord may contact any references listed above and or obtain credit records from any applicable bureau for the purposes of determining character and or credit worthiness.*

Signed on this the \_\_\_\_ Day of \_\_\_\_\_ in the year 20\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

