



COMMERCIAL LEASE APPLICATION FORM COMPANIES & CCS

15 Currie Street, Beach Quigney, East London, 5200
Tel: 043 742 5554
Fax: 043 742 4570
Email: info@asapproproperties.co.za
www.asapproproperties.co.za

REQUIREMENTS:

Please ensure copies of the following documents accompany this form (Please tick box)

For Private Companies

<input type="checkbox"/>	CM1 & CM29
<input type="checkbox"/>	Company Utility Bill
<input type="checkbox"/>	ID for each Director
<input type="checkbox"/>	Utility bill for each Director
<input type="checkbox"/>	3 months bank statement
<input type="checkbox"/>	Tax clearance certificate

For Close Corporations

<input type="checkbox"/>	CK1
<input type="checkbox"/>	Close Corporation Utility Bill
<input type="checkbox"/>	ID for each Member
<input type="checkbox"/>	Utility bill for each Member
<input type="checkbox"/>	3 months bank statement
<input type="checkbox"/>	Tax clearance certificate

Our Banking Details

Bank - ABSA
Acc Name - Rental Connect
Acc no - 4092252104
B/code - 632005

Company and each Director/Member once the application has been accepted.

A R150-00 credit check fee is payable for the

PROCEDURES

- All occupants and co-signers must complete an application form and provide FICA documents.
- Completion of this form does not guarantee that you will be accepted as a Lessee as final acceptance is that of the Lessor
- If requirements have been fulfilled, a credit check will be performed to determine affordability and credit worthiness.
- Successful applicants will be notified within three days.
- A lease agreement has to be signed at the **ASAP** office by all applicants.
- Keys are to be collected at **ASAP** offices on or before the day of taking occupancy of the dwelling.
- The **ONCE OFF** payments are to be made when the **Lease Agreement** is signed and the first of the MONTHLY PAYMENT is payable on or before the lease commences or occupancy takes place, whichever comes first.

ONCE OFF PAYMENTS

Deposit	R
Administration fee	R800
Water deposit	R1000
Key deposit	R800
TOTAL	R

MONTHLY PAYMENT IN ADVANCE

Rent by the 1 st of the month	R
Vat	R
Rates	R
BCM services	R
Insurance	R
Alarm	R
TOTAL	R

PLEASE ENSURE THAT THE APPLICATION FORM IS COMPLETED IN FULL IN ORDER TO BE ELIGIBLE FOR CONSIDERATION

1. PREMISES APPLIED FOR

Property Name : _____ Unit No: _____

2. TENANT/LESSEE DETAILS

Registered name: _____ Registration No: _____
 Trading as: _____ Vat No: _____
 Domicile address: _____

 Postal address: _____



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3. DIRECTOR/MEMBER DETAILS

Director/Member 1:

Full names _____ Surname _____
 ID no.
 Residential Address: _____

 Landline No: Cellphone No:
 Email address. _____

Director/Member 2:

Full names _____ Surname _____
 ID no.
 Residential Address: _____

 Landline No: Cellphone No:
 Email address. _____

Director/Member 3:

Full names _____ Surname _____
 ID no.
 Residential Address: _____

 Landline No: Cellphone No:
 Email address. _____

Director/Member 4:

Full names _____ Surname _____
 ID no.
 Residential Address: _____

 Landline No: Cellphone No:
 Email address. _____

Director/Member Authorised to sign the lease

Full names and Surname _____ Signature _____



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4. LEASE DETAILS

Lease Commencement: _____ Termination: _____ Occupation date: _____

Use of premises: _____

Surety 1

Full names _____ Surname _____

ID no.

Residential Address: _____

Landline No: Cellphone No:

Email address: _____

Surety 2:

Full names _____ Surname _____

ID no.

Residential Address: _____

Landline No: Cellphone No:

Email address: _____

5. COMPANY CONTACT DETAILS

Administration/Account Management

Contact person name: _____

Telephone no: _____ Fax no: _____

Telephone no: _____ Email: _____

General Business Correspondence

Contact person name: _____

Telephone no: _____ Fax no: _____

Telephone no: _____ Email: _____

6. TRADE REFERENCES

1. Company name: _____ Telephone no.: _____

Contact person: _____ Amount owing: R _____

2. Company name: _____ Telephone no.: _____

Contact person: _____ Amount owing: R _____

3. Company name: _____ Telephone no.: _____

Contact person: _____ Amount owing: R _____



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7. ACKNOWLEDGEMENT

I/WE HEREBY CONFIRM THAT I/WE HAVE INSPECTED THE PREMISES APPLIED FOR AND ACCEPT THE SAID PREMISES IN THE PRESENT CONDITION. I/We declare that the information stated in this application is accurate and correct and I/We accept all terms and conditions unconditionally. I/We undertake that subject to this application being successful and prior to taking occupation, I/we agree to sign a standard lease agreement in use by ASAP Rentals cc and I/we shall be bound by all terms and conditions thereof. Should I fail or neglect to do so, I/We shall nevertheless be bound by all terms and conditions thereof, but without the Lessor's rights to cancel the agreement upon such failure or neglect or refusal and to hold me responsible for costs incurred or suffered.

I/We are aware that the Lessor is not obliged to give me occupation of the premises if the premises is not available.

I/We undertake to prior to occupation of the premises to make payment of one month's rent, deposit and contract fees.

No agreement of lease shall be deemed to exist between the Lessor and myself/ourselves until the lease has been signed by, or on behalf of, the Lessor.

Should my/our application be successful, I/We understand that it is a condition of the Lease that the full rental amount must be paid and cleared in the ASAP appointed bank account by the 1st (first) day of each month. s

8. CONSENT

By submitting this application form, the applicant(s) hereby consent and authorise the Lessor/ASAP Rentals cc to:

Contact, request and obtain information from any credit provider (Or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the applicant(s).

Furnish information concerning behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness to any registered credit bureau or to any credit provider (Or potential credit provider) seeking a trade reference regarding the applicant's dealings with the Lessor.

THESE AUTHORITIES ARE IRREVOCABLE.

Authorised Signature: _____

Date: _____

Initials and Surname: _____

Capacity: _____

HOW DID YOU HEAR ABOUT US?

- Newspaper ASAP Website Gumtree To let sign Been tenant before Other tenants
 Friends Property24 Other (Please specify) _____

CHECKS		FOR OFFICE USE ONLY		Tick
Affordability		Turnover	1/3 of Gross Income	<input type="checkbox"/>
Monthly income verified	Bank Statement			<input type="checkbox"/>
Credit Check				<input type="checkbox"/>
Approved	Approved by _____	Date	_____	
Declined	_____			
Comments	_____			

Please Save and send as attachment to Info@asaproperties.co.za