



**SPEAR**  
REIT LIMITED

## TENANT APPLICATION FORM

### BUILDING / PROPERTY INFORMATION

BUILDING / PROPERTY NAME: \_\_\_\_\_

PREMISES / UNIT NUMBER: \_\_\_\_\_

PREMISES SIZE: \_\_\_\_\_

PERIOD OF LEASE REQUIRED: \_\_\_\_\_

USE OF PREMISES: \_\_\_\_\_

### APPLICANT DETAILS (IF THE APPLICANT IS AN INDIVIDUAL)

FULL NAME (S) AND SURNAME: \_\_\_\_\_

IDENTITY / PASSPORT NUMBER: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_

CURRENT PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CELLPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BANKING DETAILS:

Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

**PLEASE PROVIDE PROOF OF BANKING DETAILS IN THE FORM OF: 1. THREE MONTHS' BANK STATEMENTS, 2. A LETTER STAMPED BY YOUR BANK, 3. A CANCELLED CHEQUE**

**APPLICANT DETAILS (IF APPLICANT IS A COMPANY / CLOSE CORPORATION / PARTNERSHIP / TRUST)**

REGISTERED COMPANY NAME: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_

VAT REGISTRATION NUMBER: \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS \_\_\_\_\_

REGISTERED COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CELLPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BANKING DETAILS: Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type \_\_\_\_\_

**PLEASE PROVIDE PROOF OF BANKING DETAILS IN THE FORM OF: 1. THREE MONTHS' BANK STATEMENTS, 2. A LETTER STAMPED BY YOUR BANK, 3. A CANCELLED CHEQUE**

**PRESENT / PREVIOUS LANDLORD CONTACT INFORMATION**

1. LANDLORD NAME : \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

2. LANDLORD NAME: \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**DECLARATION**

**1. FINANCIAL INFORMATION**

If the tenant is a body corporate, partnership, association or trust, please confirm whether the asset value or annual of the tenant's business equals or exceeds R2 million, as calculated in accordance with the regulations issued under the Consumer Protections Act 68 of 2008 and published in Government Gazette No 34181 of 1 April 2011:

**YES / NO** \_\_\_\_\_

**2. DECLARATION AND CONSENT**

I, \_\_\_\_\_ as the Tenant / representative of the Tenant declare that the above information is both true and correct and hereby consent that the Landlord may:

- a) seek information from any credit bureau when assessin the Tenant's application and at any time during the existence of the lease agreement;
- b) obtain from the credit bureau a credit profile about the Tenant and possibly a credit score on the creditworthiness of the Tenant. The Tenant has the right to contact such credit bureau, to have the credit record (s) disclosed and to correct any inaccurate information;
- c) transmit to a regsitered credit bureau information concerning -
  - (i) the Tenant's personal information, information about the lease agreement and the termination thereof as well as the information about the conduct, payment profile and behavior of the Tenant;
  - (ii) any non-compliance by the Tenant with the terms of the lease agreement.
- d) make enquiries to confirm and verify any information provided by the Tenant and for these purposes also contact previous landlords of the tenant;
- e) process the personal information of the Tenant to conclude he lease agreement, for purposes of providing services to the Tenant and complying with the instructions of the Tenant;
- f) process the Tenant's personal information for purposes of the prevention and detection of fraud and criminal activities, the indentification of the proceeds of unlawful activities and the combating of money laundering activities;
- g) provide the Tenant's financial information to any person who has agreed to provide security for indebtedness of the Tenant.

Full Name and Surname: \_\_\_\_\_

In my capacity as: \_\_\_\_\_  
*(Director / Member / Partner / Trustee / Other (specify) )*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FICA REQUIREMENTS**

<b>Entity Type</b>	<b>Documents Required</b>	<b>Received</b>
Sole Proprietor:	Identity Document(s)	
	Proof of Residence for Sole Proprietor	
	Proof of Income Tax Registration	
	Proof of VAT Registration	
Close Corporation:	Founding Statement (CK1)	
	Amended Founding Statement (if applicable)	
	Resolution	
	Identity Documents of all Members	
	Proof of Residence for all Members	
	Proof of Income Tax Registration	
	Proof of VAT Registration	
Partnership:	Identity Document (s)	
	Proof of Residence for all Partners	
	Proof of Income Tax Registration	
	Proof of VAT Registration	
Private / Public Company	Certificate of Incorporation	
	Certificate to Commence Business	
	Memorandum and Articles of Association	
	Resolution	
	Identity Documents for all Directors	
	Proof of Residence for all Directors	
	Proof of Income Tax Registration	
Trust	Identity Documents for all Trust Members	
	Proof of Residence for all Trust Members	
	Resolution	