COMMERCIAL TENANT APPLICATION

Initial business premises application - supporting documents may be requested separately

PREMISES

Property / premises applied for: _____

Intended use of premises: _____

Desired occupation date: _____

Expected number of staff / occupants: _____

BUSINESS DETAILS

Registered business name: _____

Trading name: _____

Registration number: _____

VAT number (if applicable): _____

Business type / industry: _____

Years trading: _____

Physical business address: _____

Website / social page (optional): _____

PRIMARY CONTACT

Full name: _____

Position / relationship to business: _____

Phone number: _____

Email address: _____

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Financial and reference information

FINANCIAL OVERVIEW

Approx. monthly turnover: R _____

Approx. monthly rental budget: R _____

Bank / financial institution: _____

Accountant / bookkeeper contact (optional): _____

DIRECTORS / MEMBERS / PROPRIETOR

Name 1: _____

ID / Passport no.: _____

Name 2: _____

ID / Passport no.: _____

Name 3: _____

ID / Passport no.: _____

CURRENT / PREVIOUS COMMERCIAL LANDLORD

Landlord / Agent: _____

Contact number: _____

Current monthly rental: R _____

Reason for moving: _____

DOCUMENTS CHECKLIST

- ☐ Company registration documents
- ☐ IDs of directors / members / proprietor
- ☐ Recent business bank statements
- ☐ Proof of business address
- ☐ Financials / management accounts if requested
- ☐ Tax / VAT documents if requested

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Declaration

DECLARATION AND CONSENT

I / we confirm that the information supplied is true and complete to the best of our knowledge. This application does not guarantee approval and does not create a lease. I / we authorise 1st Estate Properties to verify information supplied and to request lawful business, credit, identity, reference and supporting documentation where required for the proposed tenancy. Personal information will be processed for application assessment, lease administration and related property management purposes.

Authorised signatory name: _____

Capacity / position: _____

Signature: _____

Date: _____

AGENCY USE

Application received by: _____

Date received: _____

Property reference: _____

Notes: _____

Important: Never provide banking PINs, passwords or one-time passwords on this form.