

## **APPLICATION TO RENT AN OFFICE**

### **Office Address :**

**Lease period(months):** \_\_\_\_\_ **Anticipated occupation date:** \_\_\_\_\_ **Tenant Code:** \_\_\_\_\_

**Name of Company/cc/name of business renting/applying:** \_\_\_\_\_

**Applicant type:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Applicant ID/registration number:** \_\_\_\_\_ **Entity VAT Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Work Phone Number:** \_\_\_\_\_

**Cellular number:** \_\_\_\_\_ **Number of directors/partners/members/trustees:** \_\_\_\_\_

**Work postal address:** \_\_\_\_\_

### **DIRECTOR/MEMBER/INDIVIDUAL/PARTNER/OTHER SIGNING THE LEASE DULY AUTHORIZED**

**Represented herein by: 1.** \_\_\_\_\_

**I.D No:** \_\_\_\_\_ **Cellular number:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_ **Other:** \_\_\_\_\_ **Marital status:** \_\_\_\_\_

### **ADDITIONAL DIRECTOR/MEMBER/INDIVIDUAL/PARTNER/OTHER SIGNING THE LEASE DULY AUTHORIZED**

**Represented herein by: 2** \_\_\_\_\_

**I.D No:** \_\_\_\_\_ **Cellular number:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_ **Other:** \_\_\_\_\_ **Marital status:** \_\_\_\_\_

### **PREVIOUS/CURRENT LANDLORD**

**Landlord name:** \_\_\_\_\_ **Telephone number:** \_\_\_\_\_

**Premises rented:** \_\_\_\_\_

### **CREDIT CHECK AND PAYMENT PROFILE**

**Have you or the applicant ever had judgements/defaults granted against you?**

**If yes, please give details:** \_\_\_\_\_

**The Tenant hereby authorises the Landlord, rentmaster or agent at all times to:**

- a) **Furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the Tenant to any registered credit bureau or to any credit or service provider ( or potential credit or service provider) seeking a trade reference regarding the tenant's and or trustees and or directors and or members dealings with the Landlord.**
- b) **Contact, request and obtain information from any credit or service provider (olr potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patters, indebtedness, whereabouts, and creditworthiness of the Tenant and or the trustees, directors or members.**

**I/we the undersigned declare that the information given herein is true and correct to the best of my/our knowledge and that I/we have not failed to provide information which, if the Landlord had known such information, might not have allowed this application to be succesful.**

**Signed at:** \_\_\_\_\_

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

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**name (print please) duly authorized obo the applicant**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**name (print please) duly authorized obo the applicant**

**When this application is approved we will send you the lease agreement. Before occupation can be given we do require the deposit, lease fee and the first month's rent be paid. The original lease to be handed us at key hand over.**