



DETAILS REQUIRED FOR LEASE AGREEMENT

Individual / Full Names : _____
Identity Number : _____
Residential Address : _____
Telephone Numbers : _____
Company / CC Name : _____
Registration Number : _____
Vat Number : _____
Line of Business/Use of Premises : _____
Current Physical Business Address : _____
Postal Address : _____
Telephone Number : _____
Facsimile Number : _____
Email : _____
Cell : _____

Company / CC Representative

Full Names : _____
Identity Number : _____

Bank Details

Account Holder Name : _____
Bank Name : _____
Branch Name and Number : _____
Account Number : _____
Contact Person at Bank : _____
Telephone Number : _____

Trade References

1. Name of Company : _____
Account Number : _____
Telephone Number : _____

2. Name of Company : _____
Account Number : _____
Telephone Number : _____

Present Landlord

Company Name : _____
Contact Person : _____
Telephone Number : _____
Premises Address : _____

Sureties for Company / CC

Full Name : _____
Identity Number : _____
Residential Address : _____

Work Address
(Where different to company address) : _____

Married ANC / COP : _____
Name of Spouse : _____
ID Number of Spouse : _____

Bank Details

Bank : _____
Name of Account : _____
Bank Account : _____
Branch : _____
Branch Code : _____

I, _____, in my capacity as
_____ declare that the above information is both
true and correct.

Signature : _____

Date : _____

FICA REQUIREMENTS

In terms of the Financial Intelligence Centre Act, 38 of 2001, Landlords are required to verify certain information prior to the conclusion of a lease agreement with a Tenant.

Please provide copies of the following documentation where applicable :

TENANT	DOCUMENTS REQUIRED	DESCRIPTION OF DOCUMENTS TO BE PROVIDED
NON LISTED COMPANIES	Certificate of Incorporation / Mol	CM 1 or CoR 15.1 A – E
	Notice of registered address	CM 22 or CoR 21
	Change of Directors	CM 29 or CoR 39
	Proof of Business address	Trade account (see below)
	ID of person authorised to sign	Clearly visible
	Resolution	Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice.
LISTED COMPANIES	No documents required	You do not need any FICA documents in terms of Regulation 6(2) of FICA. Please attach proof of listing on JSE
	Resolution	Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice.
CLOSE CORPORATION	Founding Statement	CK 1 (or where applicable CK 2)
	Proof of Business Address	Trade account (see below)
	ID copy of signatory	Clearly visible
	Resolution	Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice.
PARTNERSHIP	Proof of Business Address	Trade account (see below)
	ID copy all partners	Clearly visible
	ID copy of signatory	Only if not a partner in the partnership
	Resolution	Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will

		suffice.
TRUSTS	Letter of authority	Must bear official stamp of Master of the High Court
	* Copy of Trust	To determine if authorised to enter into lease.
	Proof of Business Address	Trade account (see below)
	ID copy of signatory	Clearly visible
	Resolution	Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice.
OTHER ENTITIES	Proof of legal form – copy of the constitution, NGO certificate, etc	
	Proof of Business Address	Trade account (see below)
	Resolution	Extract of minutes signed by Chairperson or Company Secretary, Round Robin Resolution or copy of resolution signed by majority of directors will suffice.
INDIVIDUALS	ID copy of Individual	Clearly visible
	Residential address	Trade Account (see below)
	Power of Attorney (if applicable)	
FOREIGNERS	Copy of Passport	not expired / expiring during the duration of the proposed lease agreement.
	Copy of work permit	not expired / expiring during the duration of the proposed lease agreement.
	Residential address	Trade account (see below)

Residential address / Trade account can be verified by utility bills, retail accounts, payslips, investment accounts, bank statements etc. as long as name and address is clearly visible and not older than 3 months (from signature date of lease / proposal, whichever is earliest). You may also verify address information with a tax return, TV Licence, Vehicle licence renewal or lease agreement (not Eris lease) not older than 1 year, provided that that name of the person / entity and the physical address (not *poste restante*) is clearly visible.

Please also complete the following :

- a) Credit Check Letter
- b) Assessment of Juristic Person

CREDIT CHECK

I hereby grant Eris Property Group (Pty) Limited permission to conduct a credit check in respect of the following individual and/or legal entity:-

1. _____ (Identity Number:_____)
2. _____ (Registration Number:_____)

with any registered credit bureau/s in order to obtain consumer credit information relating to the aforesaid legal entity and/or the aforesaid individual including, but not limited to, the aforesaid legal entity's and/or the aforesaid individual's credit history, financial history and identity.

I hereby indemnify and hold Eris Property Group (Pty) Limited harmless against all and any claims whatsoever and howsoever arising as a result of the aforesaid credit check.

Yours faithfully,

For: _____ (Pty) Ltd/CC
who warrants that he/she is duly authorized thereto

Date: _____

**ASSESSMENT OF JURISTIC PERSON (I.E. COMPANY/CLOSE CORPORATION/TRUST/
PARTNERSHIP/BODY CORPORATE) FOR PURPOSES OF THE CONSUMER
PROTECTION ACT**

**ASSESSMENT OF JURISTIC PERSON'S ANNUAL INCOME OR ASSET VALUE AT TIME
OF TRANSACTION:**

NAME OF JURISTIC PERSON: _____

REG NO./CK NO/TRUST NO: _____

The Tenant will have a net annual turnover, at signature of the agreement in the sum of:

ANNUAL TURNOVER	X
R0 – R2 million	
Above R2 million	

The Tenant will have a net asset value, at signature of the agreement in the sum of:

ANNUAL NET ASSET VALUE	X
R0 – R2 million	
Above R2 million	

DECLARATION

I the undersigned, in my capacity as _____ of
_____ (insert
name of juristic person), hereby declare that the information provided above is accurate and
a true reflection of the tenant's financial position.

Signed at _____ on this _____ of _____ 2012

Signature: _____

Full name: _____