

**DELTA PROPERTY FUND LTD**  
**TENANT APPLICATION FORM**

*Dear Sir/Madam*

Kindly complete the application form and return along with the following:

***Individual/ Sole Proprietary***

- Certified Copy of ID/Passport
- Spouse Certified Copy of ID (if married C.O.P)
- Utility Bill not older than 3 months (certified)
- Business Plan and Visuals
- Asset and Liability statement
- Signed Personal Balance sheet
- Cancelled Cheque
- VAT Certificate
- In case of purchase of business, kindly provide copy of the sale agreement

***Juristic Persons***

- Company or Close Corporation documents
- Directors/Members/Trustees/Partners ID copies (certified)
- Certified Utility Bill not older than 3 months for each Surety/Director/Member and/or Partner
- Business Plan and Visuals
- Assets and Liabilities
- Cancelled Cheque
- VAT Certificate
- In case of purchase of business, kindly provide copy of the sale agreement

Kindly note that your application will be processed upon receipt of the above forms, together with the completed application forms.

Kindly submit all information as well as the application form to:  
[fikile.moyana@deltafund.co.za](mailto:fikile.moyana@deltafund.co.za)

Should you have any questions or require additional information, please do not hesitate to contact Fikile Moyana on 087 803 3582.



**NO TENANCY SHALL BE CONSIDERED WITHOUT COMPLETION AND SIGNATURE OF THIS FORM.**

1. Full registered name of business or full name of applicant:

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2. Business registration number or ID number:

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3. Nature of Business:

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4. Date business established:

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5. Type of Business (please tick next to applicable type):

Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Close Corporation \_\_\_\_\_

Trust \_\_\_\_\_ (Proprietary) Limited \_\_\_\_\_ Limited \_\_\_\_\_

6. If Sole Proprietor, please advise Marital Status:

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If married (please tick next to applicable):

In Community of Property \_\_\_\_\_ Antenuptial Contract \_\_\_\_\_ Other, specify \_\_\_\_\_

7. Domicilim address (1):

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Domicilim address (2):

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8. Physical address of business:

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9. Postal address of businness:

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10. Work number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

11. Name of holding company:

\_\_\_\_\_

12. Names of subsidiary and associate companies:

\_\_\_\_\_

13. As per FICA requirements : Names, residential addresses and ID numbers (including proof thereof) of all directors / members / partners / trustees / proprietors:

<b><u>FULL NAMES</u></b>	<b><u>RESIDENTIAL ADDRESS</u> (please submit proof thereof ie. copy of telkom account, municipal account 0 – 3 mths old)</b>	<b><u>IDENTITY NUMBER</u> (please submit certified copy thereof)</b>

14. Full names, physical address and ID number (including proof thereof) of lease signatory:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Previous premises:

\_\_\_\_\_

Owned: \_\_\_\_\_ Rented: \_\_\_\_\_

Gross Rent per month: \_\_\_\_\_

If rented, name, address and telephone number of Landlord:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Approach Landlord? yes \_\_\_\_\_ no \_\_\_\_\_

16. Have moratoriums or offers or compromises ever been made to your creditors?

\_\_\_\_\_

17. Name of Bank Account: \_\_\_\_\_

Bankers: \_\_\_\_\_ Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_ Date opened: \_\_\_\_\_

Type of account eg. Current, etc: \_\_\_\_\_ Acc no: \_\_\_\_\_

18. Trade references (please name four):

<u>Name</u>	<u>Branch</u>	<u>Account number</u>	<u>Current / paid up</u>	<u>Tel. number</u>

19. Financial information available: Yes \_\_\_\_\_ No \_\_\_\_\_

20. Are principals prepared to sign surety? Yes \_\_\_\_\_ No \_\_\_\_\_

21. Does applicant own fixed property? Yes \_\_\_\_\_ No \_\_\_\_\_

22. Does surety own fixed property? Yes \_\_\_\_\_ No \_\_\_\_\_

23. Projected annual turnover from proposed leased premises: \_\_\_\_\_

24. Surety Details



Surety 1 :

Surety to be signed by (Full names & surname):

\_\_\_\_\_

Identity Number (Including a copy thereof):

\_\_\_\_\_

Name of Bank Account: \_\_\_\_\_

Bankers: \_\_\_\_\_ Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_ Date opened: \_\_\_\_\_

Type of account eg. Current, etc: \_\_\_\_\_ Acc no: \_\_\_\_\_

Surety's Relationship to tenant: \_\_\_\_\_

Work number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

Surety 2 :

Surety to be signed by (Full names & surname):

\_\_\_\_\_

Identity Number (Including a copy thereof):

\_\_\_\_\_

Name of Bank Account: \_\_\_\_\_

Bankers: \_\_\_\_\_ Branch: \_\_\_\_\_

Branch code: \_\_\_\_\_ Date opened: \_\_\_\_\_

Type of account eg. Current, etc: \_\_\_\_\_ Acc no: \_\_\_\_\_

Surety's Relationship to tenant: \_\_\_\_\_

Work number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Home number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

25. VAT Registration Number (including proof thereof) :

\_\_\_\_\_

## **WARRANTY**

**This document must be signed physically, if not signed this won't be a valid application**

I \_\_\_\_\_ (please print full name & ID number)  
by my signature hereto do warrant that I am authorized to sign this application form and that all the  
information on this application form is true, correct and up to date.

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

**Additional information and summary of documents, in terms of the FICA Act, which are to be attached to this application:**

### **Sole Proprietor**

Copy of certified ID, proof of residential address ie. Municipal account (0-3 mths), proof of telephone numbers ie. Telephone account, if married a copy of contract if married in Ante Nuptual Contract or other proof if married in Community of Property.

### **Close Corporation**

Proof of registered name and registration number ie. copy of CK1, VAT registration number ie. copy of VAT Registration Certificate, Income Tax Registration number ie. copy of Income Tax Registration Certificate, Trade name ie. copy of utility bill or telkom account (0-3 mths), Business address ie. copy of Municipal rates & taxes account or telkom (0-3 mths), Registered address ie. copy of CK1, copy of company resolution.

### **Trust**

Proof of name and trust number ie. copy of Trust Deed, Address of Master's Office where registered ie. letters of Authority (Form issued by the Master of the High Court approving the trustees), Income Tax Registration number ie. copy of Income Tax Certificate. Full names, residential address, ID numbers of the Founder; all Trustees and Beneficiaries named in the Trust Deed and each authorized person ie. copy of ID documents, telkom account or utility account (0-3 mths), Particulars of how beneficiaries are determined ie. copy of relevant clause in Trust Deed.

### **Partnership**

Certified copy of all Partners ID documents, proof all all partners residing residentials. Copy of partnership agreement.

### **Company**

Proof of registered name and registration number ie. copy of certificate of incorporation, VAT registration number ie. copy of VAT Registration Certificate, Income Tax Registration number ie. copy of Income Tax Registration Certificate, Trade name ie. copy of utility bill or telkom account (0-3 mths), Business address ie. copy of Municipal rates & taxes account or telkom (0-3 mths), register of directors & copy of company resolution.

**DELTA PROPERTY FUND LTD HAS THE APPLICANT'S CONSENT TO AT ALL TIMES OBTAIN INFORMATION FROM ANY CREDIT BUREAU OR THIRD PARTY, CONCERNING AN ASSESSMENT OF THE BEHAVIOUR, PROFILE, PAYMENT MATTERS, SUITABILITY AND / OR CREDIT WORTHINESS OF THE LESSEE.**