



LEASING APPLICATION CHECKLIST – 2023/24

TENANT/COMPANY'S NAME: _____

CONTACT NUMBER: _____

FACTORY/UNIT NUMBER: _____

DATE OF SUBMISSION: _____

ITEM DESCRIPTION	YES	NO
COMPLETED APPLICATION		
OWNER'S SIGNATURE ON THE APPLICATION FORM		
SIGNATURE OF MEGA REPRESENTATIVE		
CERTIFIED ID COPY		
PROOF OF RESIDENCE (<i>Municipality/Chieftaincy</i>) not older than 3 months		
3 MONTHS BANK STATEMENT (<i>Applicant/company</i>)		
3X CONSECUTIVE PAYSLEIPS		
TAX CLEARANCE CERTIFICATE		
BEE CERTIFICATE		
MOTIVATION LETTER FOR RENOVATIONS (<i>where applicable</i>)		
3 QUOTATIONS FOR RENOVATIONS (<i>where applicable</i>)		
STOP ORDER FORM/DEBIT ORDER		
INCOME EXPENDITURE FORM (<i>affordability check</i>)		
FUNDING CONFIRMATION FROM INSTITUTION (<i>Where Application</i>)		
COPY OF PROOF OF PAYMENT FOR RENTAL DEPOSIT		
ADMIN FEE FOR INDUSTRIAL PARKS R1000 (<i>non-refundable</i>)		
ADMIN FEE FOR SMALL INDUSTRIAL PARKS R500 (<i>non-refundable</i>)		
Upon approval of the application, you are given 14 days to pay the upfront payment (rental deposit) Failure to pay within the timeframe, application will lapse.		

TENANT SIGNATURE: _____ Date: _____

DESIGNATION: _____

APPLICATION RECEIVED BY: _____ Date: _____

SIGNATURE OF MEGA REP: _____