



Tel: 043 721 1166 | Fax 043 721 1672 | Email: info@keicommercial.co.za

RENTAL APPLICATION FORM - NATURAL PERSON COMMERCIAL PREMISES & STORAGE UNITS

A NON-REFUNDABLE APPLICATION FEE OF R85,00 IS PAYABLE PRIOR TO ANY APPLICATION BEING PROCESSED

BANKING DETAILS: KEI COMMERCIAL FNB CHEQUE ACC 62059276272 BRANCH CODE 211021

PLEASE USE YOUR NAME & SURNAME AS A REFERENCE

PREMISES/UNIT APPLIED FOR

DETAILS OF PERSON APPLYING TO RENT THE PREMISES

Full Name & Surname

ID Number/Passport Number

Date of Birth

Nationality

Marital Status

If Married (circle)

In community of property ANC Accrual System

Physcial Address

Postal Code:

Country:

Postal Address

Postal Code:

Country:

Telephone number - Home

Telephone number - Work

Fax Number

Cellphone Number

Email Address/es

Bank Details

Bank:

Branch & Branch Code:

Account Number:

Account Type:

Employment Details

Self-employed: Yes / No

Verfiet

Current Employer	
Occupation	
Employer Tel No.	
Employer's Address	
Period of Employment	
Contactable Credit References	Name & Telephone Number:
	Name & Telephone Number:
Have any of you ever had any judgments/defaults granted against you? If yes, please give details	Yes No

POLITICALLY EXPOSED PERSONS (PEPs)

In terms of the Financial Intelligence Centre Act (FICA), Kei Commercial is an accountable institution and is required to establish the risk profile of its clients. This includes determining whether a client is a politically exposed person. A politically exposed person is someone who is involved, or has been involved, in a prominent public function. This includes local functions or functions in foreign countries. You are also considered a politically exposed person if any of your family members or close associates are politically exposed. Politically exposed persons are not limited to government employees or people involved in politics. The following public functions serve as examples of politically exposed persons: Heads of state, cabinet ministers, members of parliament, senior administrators in government departments, senior judges, managers of local municipalities who aware tenders, senior and/or influential officials, ambassadors, senior representatives of religious institutions. **By taking the aforementioned into consideration, are any of the persons or entities identified and verified in terms of FICA in this form, regarded as a politically exposed person? YES / NO**

If YES, please provide details:

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COMMERCIAL PREMISES RENTAL APPLICATION ONLY: COMPLETE THE FOLLOWING SECTION

Type of Business			
Source/s of Income (for FICA purposes)			
Other Businesses of the Applicant			
Annual Turnover (circle)	More than R 2mil	Less than R 2mil	(For Consumer Protection Act reasons)
Asset Value (circle)	More than R 2mil	Less than R 2mil	(For Consumer Protection Act reasons)
Public Liability Insurance Amount: (Required)	R		

*** Public liability insurance protects you if clients or members of the public suffer personal injury at your place of business or property damage because of your business. It can pay for the costs of subsequent legal expenses or compensation claims and is an integral cover for businesses that interact regularly with customers. Should you not have such insurance, we can arrange for an insurance broker to contact you to arrange such cover.**

Accounts Department Contact Person

Full Names	
Telephone Number	
Fax Number	
Cellphone Number	
Email Address	

Branch Contact Person

Full Names

Telephone Number

Fax Number

Cellphone Number

Email Address

Previous / Current Landlord Details

Name & Telephone Number

Name & Telephone Number

CHARGES

Please note the following charges will become applicable should the Landlord accept your application:

COMMERCIAL PREMISES RENTAL APPLICATION

Security Deposit	The security deposit for each approved application will be dealt with individually
Key Deposit	R 500,00
Electricity and Water Deposit	If applicable, will be charged at the BCM tariff for such deposits
Landlord Admin Fee	R 570.00 (Charged when Landlord needs to consider requests from Tenant)
Lease Preparation and Documentation Fees:	
Natural Person - Monthly rental above R 6000.00 excl vat	R 2 315.00 (plus if more than one applicant, add R 85.00 per applicant)
Natural Person - Monthly rental below R 6000.00 excl vat	R 925.00 (plus if more than one applicant, add R 85.00 per applicant)

* The above figures include VAT @ 15% (VAT not applicable on deposits)

STORAGE UNIT RENTAL APPLICATION

Security Deposit	The security deposit for each approved application will be dealt with individually
Fees	R 225.00 (Plus if more than one applicant, add R 85.00 per applicant)

* The above figures include VAT @ 15% (VAT not applicable on deposits)

STORAGE UNIT RENTALS - MANDATORY DEBIT ORDER : A mandatory debit order on the 1st business day of the month applies for storage unit rentals

CASH DEPOSIT FEES

* Payment for commercial rentals can be made to Kei Commercial via EFT, ATM linked payment, electronic collection or cash deposit. Please note the below charges will be applicable should you deposit cash into our account:

Amount of Deposit	Charge (Incl. VAT)
R 101.00 to R 3000.00	R 70,60
R 3001.00 to R 6000.00	R 141,20
R 6001.00 to R 9000.00	R 211,80
R 9001.00 to R 12000.00	R 282,40
R12001.00 to R 15000.00	R 353,00
R 15001.00 to R 18000.00	R 423,70

*Continues on same sliding scale

OTHER CHARGES / DEFAULT OR ARREAR CHARGES (INCL. VAT):

RD Payments/Cheques	R 186,65
SMS	R 2,90
Letter, Letter of Demand, Telephone Call, Email, Fax	R 20,70
Registered Letter	R 48,30
Payment Tracing Fee (If incorrect payment reference is used)	R 50,00
Cheque Deposit Fee	R 60,50
Photocopy per page (request by client)	R 1,75

The above charges are subject to change should any supplier increase their fees

SUPPORTING DOCUMENTS

DOCUMENTS TO BE SUBMITTED TOGETHER WITH APPLICATION (FOR BOTH APPLICANTS)

NO APPLICATION WILL BE PROCESSED WITHOUT ALL OF THE REQUIRED DOCUMENTS

SOUTH AFRICAN CITIZENS

Copy of identity document / Smart identity card

Proof of physical address

Payslip

6 Months bank statements (3 months in the case of storage unit rental application)

IF if married in community of property: Marriage certificate and copy of Spouse's ID

FOREIGN CITIZENS

Passport / Refugee identity document / Asylum seeker or refugee permit

***Kei Commercial must receive a CERTIFIED copy of identification document for a foreign citizen, ALTERNATIVELY**

we can make an in-office copy of your original document

Proof of physical address

Payslip

6 Months bank statements (3 months in the case of storage unit rental application)

Confirm: Attached

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DECLARATION

I/We agree and allow the Landlord or Agent at all times to contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau that may be necessary to assess my/our behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness;

I /We agree and allow the Landlord or Agent to furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of me/us to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding my/our dealings with the Landlord;

I/We declare that the information we have given in this application form is true and correct to the best of my/our knowledge and that I/we have not failed to provide any information which, if the Landlord had known such information, would not have allowed the application to be successful.

Signature:

Applicant

Name: _____

Date: _____

Office use:

Name of person obtaining information:

Type of transaction concluded with
client:

Credit check done:

Date:

Signed:
