

Brickfield Group

Tenant Information Form

Building/Property/Premises Information:		
Building/Property name:		
Premises number:	Premises area:	Premises type:
What would you like to use these premises for:		
Period of lease required:		

Applicant Details (If individual)		
Full name and surname:		
ID/Passport number:	Date of birth:	Marital status:
Current physical address:		
Suburb:	City:	Province:
Postal code:	Email address/s:	
Current postal address:		
Suburb:	City:	Province:
Postal code:	Email address/s:	
Cellphone No:	Landline:	Fax No:
Average monthly ncome:		No of years in business:
Banking details (Bank name):		Account type:
Bank Account Number:		Branch Code:
PLEASE SUBMIT PROOF OF BANKING DETAILS IN THE FORM OF 3 MONTHS BANK STATEMENT		

Marital Status: (SINGLE/ANC/COP)	Marital Status: (SINGLE/ANC/COP)	Marital Status: (SINGLE/ANC/COP)	Marital Status: (SINGLE/ANC/COP)
Banking Details:	Banking Details:	Banking Details:	Banking Details:

APPLICANT'S – OTHER CONTACT INFORMATION	
Account's contact name:	Contact number:
Email Address/s:	
Leasing person contact name:	Contact number:
Email Address/s:	
Property/Operations manager contact name:	Contact number:
Email Address/s:	

PRESENT/PREVIOUS LANDLORD CONTACT INFORMATION	
Landlord name 1:	Contact number:
Email Address/s:	
Landlord name 2:	Contact number:
Email Address/s:	

PLEASE PROVIDE THE RELEVANT DOCUMENTS RELATING TO YOUR IDENTITY/ENTITY TYPE BEING ONE OF THE FOLLOWING:	
Identity/Entity type	Documents required
Individual	Identity documents Proof of address
Foreign national	Passport document Proof of address Working permit/visa
Close corporation	COMPANY DOCUMENTS: (CK1) – Founding statement & certificate of Incorporation (CK2) – Amended Founding statement (if applicable) (CK2A) – Amended Founding statement in respect of Accounting Officer & Address (if applicable) COMPANY LETTERHEAD MEMBER/S IDENTITY DOCUMENTS & PROOF OF ADDRESSES
Private company and/or non profit company	COMPANY DOCUMENTS: COR14.3 – Company Registration Certificate COR14.1 – Notice of Incorporation COR21 – Notice of Change of Registered Address (if applicable) COR39 – Notice of Change of Company Directors (if applicable) COMPANY LETTERHEAD <i>*THE DIRECTOR/S IDENTITY DOCUMENT & PROOF OF ADDRESSES WHO WILL BE SIGNING SURETYSHIPS</i>
Limited company	COMPANY DOCUMENTS: COR14.3 – Company Registration Certificate COR14.1 – Notice of incorporation COR21 – Notice of Change of Registered Address (if applicable) COR39 – Notice of Change of Company Directors (if applicable)
Foreign (External Company)	COMPANY DOCUMENTS: COR20.2 – External CY LETTERHEADompany Registration Certificate COR17.3 – Registration Certificate of Foreign Company transferring registration to the Republic (if applicable) COMPANY LETTERHEAD Official document issued by an authority for recording the incorporation of companies of the country of incorporation of the foreign company, witnessing its incorporation and bearing its:- <ul style="list-style-type: none"> • registered name and number of incorporation, and • the registered address where it is situated for purposes of its Incorporation.
Partnership	IDENTITY DOCUMENTS & PROOF OF ADDRESSES OF PARTNERS PARTNERSHIP AGREEMENT/WRITTEN DECLARATION PROOF OF PHYSICAL BUSINESS ADDRESS
Trust	DEED OF TRUST/FOUNDING DOCUMENT TRUSTEES ID DOCUMENTS AND PROOF OF ADDRESSES LETTER OF AUTHORITY FROM MASTER OF HIGH COURT TRUSTEES RESOLUTION
PLEASE SUBMIT PROOF OF BANKING DETAILS IN THE FORM OF 3 MONTHS BANK STATEMENTS	

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Executive Directors TP Jacobs, RS Gordon