



City of Ekurhuleni

PLEASE NOTE THAT THE SUBMISSION OF THIS FORM AND THE ACCEPTANCE THEREOF BY AN OFFICIAL OF THE MUNICIPALITY DOES NOT ENTITLE THE APPLICANT TO OCCUPY THE PROPERTY APPLIED FOR NOR DOES IT CREATE ANY LEGITIMATE EXPECTATION THAT THE PROPERTY WILL BE LEASED TO THE APPLICANT

APPLICATION FOR OFFICE/WORKSHOP SPACE

Name of Applicant(s): _____

Company Name: _____

Postal Address: _____

Identity Number: _____ Date of application: _____

Company Reg No: _____

Contact No: _____

E-mail Address : _____

An application is herein made to **lease** from the Municipality the following property:

_____ (please specify unit size)

I intend to use the property for purposes of _____

_____ (Please attach company profile/proposal)

DOCUMENTS REQUIRED

The following documents must accompany the application:

1. Correctly filled application form
2. Business Plan.
3. Company registration documents
4. Proof of Residence
5. Recently certified copy of identity document.
6. Valid Trading /business Permit
7. Approval by the relevant authority in terms of an activity requiring such approval e.g. certificate of acceptability in case of food traders.
8. Letter from the councillor or trade references
- 9.

NB: FAILURE TO ATTACH ALL REQUIRED DOCUMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION.