

NATURAL PERSON MANDATE – RENTAL AUTHORITY TO LIST

Mandate: Sole Exclusive Sole Open

Company Name:

1.	SCHEDULE
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1.1	The Property Practitioner		
	Registration number / identity number		
	VAT registration number		
	Fidelity Fund Certificate number		
	Mandatory Disclosure Form	Yes	No
1.2	The Landlord		
	Registration number / IT number / identity number		
	VAT registration number		
	Income tax registration number		
1.3	The Premises		
	Stand / Erf		
	Township		
	Being (street address)		
1.4	Rental (monthly)	R	
	Deposit	R	
	Rental payment date		Deposit payment date
1.5	Procurement Commission (excluding VAT)		%
		R	Amount
	Second Year's Procurement Commission (excluding VAT)		%
		R	Amount
	Additional Year's Procurement Commission (excluding VAT)		%

	 Initial
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	R	Amount
1.6	Management Commission (excluding VAT)	%
	R	Amount
1.7	Sale Commission (excluding VAT)	%
	R	Amount

1.8 The Landlord's nominated bank account

Name of account holder	
Bank	
Bank branch	
Branch code	
Account number	
Reference	

1.9 The Landlord's contact details

Physical address	
Postal address	
Home telephone	
Work telephone	
Cellular	
Email	

1.10 The Property Practitioner's contact details

Physical address	
Postal address	
Home telephone	
Work telephone	
Cellular	
Email	

1.11 I, the Landlord, as the owner of the Premises set out in item 1.3, nominate the Property Practitioner set out in item 1.1 to be my Property Practitioner from the Signature Date for the term set out in clause 10 of the TERMS & CONDITIONS of the mandate agreement for the purposes of:

 Initial

1.11.1	finding a Tenant only (Procurement);				
	and / or				
1.11.2	managing any Tenant on the Premises (Management)				
	Mark either 1.11.1 or 1.11.2 or both with X				
1.12	Specific requirements in respect of a potential Tenant as recorded by the Landlord:				
1.13	Procurement Mandate: Mark additional rights and duties with an X				
	Negotiating the Lease Agreement with potential Tenants and ensuring that all suspensive and resolutive legal formalities pertaining to the Lease Agreement are complied with				
	Informing the Tenant of all rights and duties in terms of the Lease Agreement including the Tenant's duties to pay the Rental on time and to look after the Premises				
	Initiating and performing the incoming snag list or initial inspection of the Premises and recording all existing damages or defects to the Premises				
	Initiating and performing the outgoing snag list or exit inspection of the Premises and recording all damages and defects to the Premises				
	Explaining to the Tenant that the Tenant may be asked by the Property Practitioner to pay a portion of the Rental directly to the Property Practitioner if the Landlord does not pay the Property Practitioner a portion or the full amount of any Commission due to the Property Practitioner				
1.14	Management Mandate: Mark additional rights and duties with an X				
1.14.1	Paying the Landlord to his nominated bank account as set out in item 1.8 by the date referred to in item 1.4, all Rental and ancillary expenses payable by the Tenant, including any applicable VAT				
1.14.2	Instructing responsible attorneys to institute all legal proceedings, including issuing an application or summons, defending any legal action, settling any matter and / or evicting the Tenant. The Property Practitioner will prior to instructing the attorneys do the following:				
	contact the Landlord and inform him of the legal situation				
	provide the Landlord with the contact details of the preferred attorney				
	ask the Landlord for consent to refer the matter to the attorney in question				
1.15	Where there is an existing tenant, and the Property Practitioner has entered into a Management Mandate only, the Property Practitioner shall procure the Deposit from the:	<table border="1"> <tr> <td>Landlord</td> <td>previous property practitioner</td> <td>another third party: specify</td> </tr> </table>	Landlord	previous property practitioner	another third party: specify
Landlord	previous property practitioner	another third party: specify			
1.16	Smoking or Non-smoking unit	<table border="1"> <tr> <td>Smoking Yes</td> <td>No</td> </tr> </table>	Smoking Yes	No	
Smoking Yes	No				

 Initial

4. FICA DOCUMENTS TO BE ATTACHED WITH THIS MANDATE

Financial Intelligence Centre Act, 2001, all accountable institutions which includes property practitioners have a duty to know their clients and keep a record of the identity, address and income tax documents
(mark the applicable documents with an X)

Where the Landlord is a Natural person:

RSA Identity document / passport

Proof of current address

Proof of SARS income tax number

5. SIGNATORIES

DATED AT (place)

ON

20



THE LANDLORD

AS WITNESS (1)

AS WITNESS (2)

DATED AT (place)

ON

20



THE PROPERTY PRACTITIONER

AS WITNESS (1)

AS WITNESS (2)



Initial