



Registered with the Property Practitioner Regulatory Authority (PPRA)

LEASING FEES OPTIONS

Option 1: (Placement and Management)

10 % monthly placement & management fee/commission for the duration of the lease agreement.

Example: R5 000 x 10% = R 500.00 per month.

Which include the following: * Advertising of Property & Viewings* Screening of Potential Tenant
* Draw Up of Lease Agreement * Monthly Statement * Inspections every 6 Months (2 Per Year)

Option 2: (Placement and Management & Pay Utilities Bills)

12% monthly placement, management fee/commission & pay utilities bills fee for the duration of the lease agreement. Example: R5 000 x 12% = R 600.00 per month.

Which include the following: * Advertising of Property & Viewings* Screening of Potential Tenant * Draw Up of Lease Agreement * Monthly Statement * Payment of Levy Account/Municipal Account on behalf of the Landlord
* Inspections every 6 Months (2 Per Year)

Option 3: (Initial once off fee) = Placement only

One Month's rental (i.e. R 5 000) once off payment. Payment will be deducted from rental received from Tenant if payments made to Leadsprop or Invoice will be issued to Landlord for payment.
1st Month rental once off payment. Example: R5 000

Which include the following: * Advertising of Property & Viewings* Screening of Potential Tenant* Draw Up of Lease Agreement* Ingoing Inspection

Hereby the Landlord/s agree to the following:

- The Landlord/s acknowledges that he/she will be charged a cancellation fee of R1 000 (One Thousand Rand) in the event that the Landlord withdraws the rental property from the market, for any reason, **after** Leadsprop has commenced advertising the property. This cost will be to cover Leadsprop's advertising costs and expenses.

- The Landlord acknowledges that rental payments received over a weekend or on a public holiday will only be paid to the Landlord by the **next business day**, once the funds reflect in Leadsprop's account. The tenants must make all rental payments by **the 1st and not later than the 5th** of each month.

Leadsprop encourages the Landlord to arrange his/her debit orders accordingly as Leadsprop will take NOT take any responsibility for returned debit orders, the bank charges or any other charges associated.

Month Management Fees/Commission are non-refundable for any reason whatsoever.

- **Additional Admin or Inspections:** The Landlord/s acknowledges that should he/she require Leadsprop to assist him/her with additional administration (eg: Reporting of municipal issues/Recon of accounts etc.) he/she will be charged an additional admin fee of R250 (Two Hundred and Fifty Rand), for each and every action. The Landlord further acknowledges that should he/she require

additional inspections to be done, he/she will be liable for a R300 (Three Hundred Rand) fee for each and every additional inspection.

- **Legal Fees/Housing Tribunal:** Any Legal Fees/Cost associated with the rental of the premises in the event of Legal or Housing Tribunal requirements are for the Landlord/s account, Leadsprop will only assist with required documentation when required in any Legal or Housing Tribunal matter.



- **Property Maintenance:**

- Leadsprop will notify the Landlord/s either via email or telephonically regarding maintenance issues.
- The Landlord undertakes to ensure that any defects/issues are dealt with as soon as possible after the Landlord has been made aware of the issues.
- Leadsprop can, at the request of the Landlord, suggest service providers to assist with quotes for maintenance issues or the Landlord can arrange his/her own service provider.
- Leadsprop or any staff member will not be responsible for obtaining serial numbers/geyser information for any reason and will under no circumstances climb into the roof or any other dangerous/hazardous areas on the property. Should this be required the Landlord undertakes to at his/her own expense arrange for a Maintenance company to assist in this regard.

By accepting these terms, the landlord/s grant permission to LEADSPROP to be involved in the leasing of their property and to process their personal information as necessary for all purposes pertaining to the lease agreement, in accordance with the Protection of Personal Information Act. This includes disclosing bank account details to facilitate rental and deposit payments to the landlord/s and refunding of tenant/s deposits.

Landlord/s Details

	<u>Landlord 1</u>	<u>Landlord 2</u>
Full name & Surname	_____	_____
Identity Number:	_____	_____
Physical Address	_____ _____ _____	_____ _____ _____
Postal Address	_____ _____	_____ _____
Cell phone:	_____	_____
Work No:	_____	_____
Email Address:	_____	_____

BANKING DETAILS (Bank letter as proof of banking details) :

Rental Property Information

ADDRESS OF PROPERTY (if the property is a full title property):

If Sectional Title:

Scheme Name & Number	
Situated at	
Exclusive Use areas & Parking No	

The property is let as **FURNISHED** OR **UNFURNISHED** (An inventory of moveable items will be attached to this agreement if applicable)

Other information about the property:

The Landlord/s agree to complete the Mandatory Property Conditions report required by the PPRA Act and disclose all property issues.

Mandatory Disclosure Form - IMMOVABLE PROPERTY CONDITION REPORT

Disclaimer: This condition report concerns the immovable property situated at

[furnish both deeds office and physical descriptions of the property concerned] (“the property”). This report does not constitute a guarantee and/or warranty of any kind or nature by the owner of the property or by the property practitioners representing that owner in any transaction. This report should, therefore, not be regarded as a substitute for any inspections or warranties that prospective purchasers may wish to obtain prior to concluding an agreement of leasing in respect of the property.

Definitions

In this form:

"am aware" mean to have notice or knowledge; while "defect" means any condition, whether latent or patent, that would or could have a significant deleterious or adverse impact on, or affect, the value of the property, that would or could significantly impair or impact upon the health or safety of any future occupants of the property or that, if not repaired and/or removed and/or replaced, would or could significantly shorten or adversely affect the expected normal lifespan of the property.

Disclosure of information

The owner of the property disclosed the information hereunder in the full knowledge that even though this is not be construed as a warranty, prospective Tenant/s of the property may rely on such information when deciding whether, and on what terms, to Leasing. The owner hereby authoress the appointed property practitioner property leasing the property to provide a copy of this statement and disclosure any information contained in this statement, to any person connection with any actual or anticipated sale of property.

Provision of additional information

The owner represents that to the best of his/her knowledge the responses to the statements in respect of the property contained herein have been accurately noted as "yes", "no" or "not applicable". Should the owner have responded to any of the statements with a "yes", the owner shall be obliged to provide, in the additional information area of this form, a full explanation as to the reason(s) why the response to the statement concerned has been reflected as a "yes".

Statement concerning the condition of the property	YES	NO	N/A
I am aware of defects in the roof.			
I am aware of defects in the electrical systems.			
I am aware of defects in any part of the plumbing systems, including any defects pertaining to the swimming pool, if any.			
I am aware of defects in the heating and/or air conditioning systems, including air filters and humidifiers.			
I am aware of defects in the septic system or other sanitary disposal systems.			
I am aware of any defects to the property and/or in the basement or foundations of the property, including cracks, seepage and bulges. Other such defects include, but are not limited to flooding, dampness or wet walls and unsafe concentrations of mold or defects in drain, tiling or sump pumps.			
I am aware of any structural defects in the property.			

I am aware of boundary line disputes, encroachments or encumbrances including a joint driveway.			
I am aware that remodelling or refurbishment has affected the structure of the property.			
I am aware that any additions and/or improvements made to and/or any erections made on the property, have been done or were made, only after the required consents, permissions and permits to do so were properly obtained.			
I am aware that a structure on the property has been designated as a historic building.			

I have resided on the property for years and purchased the property on Transfer of the property was registered into my name on

Additional Information

Owner’s certification

The owner hereby certifies that the information provided in this report is, to the best of the owner's knowledge and belief, true and correct as at the date when the owner signs this report.

Certification by person supplying information.

If a person other than the owner of the property provides the required information that person must certify that he/she is duly authorised by the owner to supply the information and that he/she has supplied the correct information on which the owner relied for the purposes of this report and, in addition, that the information contained herein is, to the best of that person's knowledge and belief, true and correct as at the date on which that person signs this report.

Notice regarding advice or inspections.

Both the owner as well as potential tenant of the property may wish to obtain professional advice and/or to undertake a professional inspection of the property. Under such circumstances adequate provisions must be contained in any agreement of sale to be concluded between the parties pertaining to the obtaining of any such professional advice and/or the conducting of required inspections and/or the disclosure of defects and/or the making of required warranties.

Signed by Landlord at _____ on _____ 20__

LANDLORD 1

LANDLORD 2