

LAND SECURITIES MANAGEMENT (PTY) LTD.

MANDATE TO LET
RESIDENTIAL PREMISES

I. APPOINTMENT

I, the undersigned, _____ Identity No. _____

Being the registered owner of _____

ERF situated at _____

(Hereinafter referred to as "the premises")

Do hereby nominate and appoint LAND SECURITIES MANAGEMENT (PTY) LTD. to be my lawful Management Agent to find a person willing and able to lease the premises for a monthly rental of:

R _____)

Commencing Date: _____

For a period equivalent to the Lease period which shall be for a minimum period of 6 months / 1 year as recorded in the Memorandum of Agreement of Lease or any renewals thereafter.

Any enquiries received by me in connection with such proposed lease of the premises will be referred to Land Securities Management (Pty) Ltd.

I acknowledge and accept that Land Securities Management (Pty) Ltd. have their own standard Agreement of Lease and I do hereby authorize utilization of such document in respect of any agreement and renewal between myself and the tenant. Land Securities Management (Pty) Ltd. is hereby authorized to sign the standard Agreement of Lease on my behalf.

2. COSTS

- 2.1 Landsec shall be entitled to a commission of 10% (excluding VAT) per month on total rental collected for procuring the tenant, negotiating a lease and for administering of the premises. The commission together with all such other costs and amounts for which I may be liable Landsec may be deducted from the rentals collected, or
- 2.2 Agree to a commission of one month's rental (excluding VAT) for procuring a lessee and negotiating a Lease.
- 2.3 Where applicable I shall be responsible for the following additional costs: national and international telephone calls, faxes, postage, Photostat copies, bank charges, Deeds Office searches, Rental Housing Tribunal matters and also any additional property inspections requested by me.

3. DUTIES OF LANDSEC

Upon Landsec procuring a lessee in respect of which a binding Agreement of Lease has been completed and signed by the prospective lessee and Landsec then, I hereby nominate and appoint Landsec to be my sole and lawful Agent to manage the premises with authority to:

- a) Collect rentals and ancillary charges from the lessee.
- b) Collect a deposit from the Lessee and hold in Landsec's Trust Account.
- c) Exercise reasonable credit control in respect of all amounts owing by the Lessee. Landsec shall not instruct attorneys without my prior consent. Attorney fees are to be recovered from the Lessee, failing which then such fees incurred will be for my expense. Landsec shall not be held liable for any amounts owing by the lessee.
- d) Inspect the premises each time a lessee takes occupation or vacates the premises. Any special inspection requested by the lessor during a period of tenancy other than occupation and vacating will be charged at an hourly rate of R400.00 excluding vat.

- e) Arrange for repairs and general maintenance of the Premises for my account to a maximum of R for any individual repair without prior consent. In the event of an emergency Landsec is hereby authorized to take whatever steps are necessary to prevent damage to the premises.
- f) Pay from rents collected all expenses incurred in the administration of the premises.
- g) Pay from rents any levies if funds are available. The Lessor acknowledges that he/she is responsible for any penalties / late payments levied by the Body Corporate.
- h) Take reasonable steps to recover the costs of repairs or replacements necessary where the lessee has damaged the premises, provided that Landsec shall not instruct attorneys without my prior consent with regard to any matter mentioned in this sub-clause.
- i) Submit monthly statements to me.

4. SHORTFALL

Any shortfall in Landsec's Trust Account arising out of a payment by the Managing Agent to myself shall be refunded by myself on request.

5. CANCELLATION OF MANDATE.

Such mandate to manage the premises shall endure for a period equivalent to the lease period as recorded in the Memorandum of Agreement of Lease or any renewals thereafter. Should I cancel this Mandate for any reason prior to the expiry date, I shall nevertheless remain liable to Landsec for such commission as Landsec would have earned for the unexpired portion of the Lease. This commission will become due and payable forthwith upon cancellation of the Mandate. In the event of the existing lessee remaining in occupation of the premises it is agreed that Landsec was the effective cause in securing the lessee. In this event should the mandate be cancelled then commission as stated in clause 2.1 above will still be the responsibility of the Lessor and payable on demand.

6. DETAILS OF PREMISES

The full details relating to the premises are as set out in the annexure hereto, the contents of which I acknowledge to be correct.

7. INDEMNITY

I hereby undertake to ratify whatever Landsec shall lawfully do or cause to be done pursuant to this Mandate and do further indemnify Landsec against any loss of or any damage to any part of the premises, including furnishings if applicable, or to any claims whatsoever which may arise from the Management of the said premises, including loss arising from any act or omission of the employees of Landsec.

8. F.I.C.A.

For purposes of the Financial Intelligence Act, please provide the following:

- Copy of the Company / Close Corporation details
- Copy of the Director / Member I.D. documents.
- Copy of utility bill reflecting address of residence of the Company / Close Corporation.
- If the owner is an individual a copy of the utility bill reflecting the residential address of that person.

Date and Signed At: _____ on this _____ day of _____ 20

As Witness:

1. _____
 2. _____

LESSOR

As Witness:

1. _____
 2. _____

Land Securities Management (Pty) Ltd

LANDSEC LETTING DEPARTMENT
MANDATE TO LET – RESIDENTIAL PREMISES

1 OWNERS NAME & SURNAME: (MR, MRS, MISS) _____

2 IDENTITY NUMBER: _____

3 OWNER'S PRESENT ADDRESS: _____

(KINDLY ADVISE ANY FUTURE ADDRESS CHANGES) _____

4 PRESENT CONTACT NUMBERS: (h) _____ (w) _____ (f) _____

5 ADDRESS OF PROPERTY TO LET: _____

6 DESCRIPTION OF PROPERTY: _____
Kitchen, lounge, bedrooms, bathrooms, etc.
A broad description would suffice.
Our initial inspection will list all the details

7 TO BE RE-LET AS FROM: _____

8 RENTAL PER MONTH: RANGE FROM:R _____ TO: _____

9 VIEWING INSTRUCTIONS: _____
KEYS / SECURITY KEYS / REMOTE CONTROLS _____

10 PERIOD OF LEASE: _____

11 ADVERTISING: YES _____ NO _____

12 INITIAL INSPECTION: _____
To be carried out before commencement of lease YES _____ NO _____

13 BANKING DETAILS: _____
FINANCIAL INSTITUTION: _____
NAME OF ACCOUNT HOLDER _____
ACCOUNT NUMBER: _____
ACCOUNT TYPE: _____
BRANCH CODE: _____

14 LEVY TO BE PAID? (TO WHOM) _____
PLEASE PROVIDE A COPY OF THE HOUSE RULES AS WELL AS
LATEST LEVY STATEMENT. _____

15 MONTHLY STATEMENT POSTED / FAXED / FAXED / E-MAILED TO: _____

16 WHAT INSURANCE DO YOU CURRENTLY HAVE COVERING THE
UNIT AND THE CONTENTS THEREOF? _____

17 ANY OTHER COMMENTS / INSTRUCTIONS: _____

OWNER

LAND SECURITIES MANAGEMENT (PTY) LTD