

REQUIREMENTS FOR RENTALS

Dear Valued Client

We would like to thank you for your order and any other valuable considerations. The receipt and sufficiency of your order is hereby acknowledged and requires the following information to be completed for rental purposes. Please ensure that the following stages have been completed effectively by attaining all of the following required documentation:

STAGE 1 – Prior to Credit Application
<ol style="list-style-type: none">1. Customer Quote2. Completed and Signed Credit Application Form3. Trade References – Refer to credit Application4. Confirmation of Landlord and Insurance Details – Refer to Credit Application
STAGE 2 – Credit Application Check
<ol style="list-style-type: none">1. Up-to-date Financial Statements and Management Accounts2. Personal Statement of Assets and Liabilities of all shareholders/members/partners/trustees/owners, etc.3. 3 Months Recent Bank Statements4. Company Documents – Refer to Schedule “A” Attached5. Clear Copy of Company Letterhead6. Auditor’s Letter for Confirmation of Shareholding7. Proof of VAT Registration8. Proof of Physical Address of Business – Refer to Schedule “A” Attached9. Shareholder/Member/Trustee/Owner ID
STAGE 3 – Approval and Legal Framework
<ol style="list-style-type: none">1. Additional FICA and original documentation may be required and specified on approval of rental facility.2. Original, Completed and Signed Facility Letter3. Original, Completed and Signed Rental Agreement4. Original, Completed and Signed Service Maintenance Agreement5. Original, Completed and Signed Company Resolution6. Turnover Declaration Certificate – Refer to Credit Application and Signed Rental Agreement
STAGE 4 – Pay-Out and Delivery
<ol style="list-style-type: none">1. Original Invoice2. Insurance Confirmation3. Delivery Receipt – Refer to Rental Schedule

Thank you for your time and investment spent on this rental agreement, on behalf of the management team, we kindly appreciate your efforts and assure you of our best intension at all times.

Kind regards,

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Name

Capacity