



The Owner/Seller

Dear Sir/Madam

PURCHASE OF PROPERTY

Nethold (Pty) Ltd purchases commercial property. We are interested in your property as a possible acquisition. In order to establish the feasibility thereof we require basic information to make an informed decision. In order to do so we would like to request the information as attached to this cover letter.

Kindly note that we have had instances where we have made offers through agents to discover that the property has been taken off the market and/or where it was already sold to third parties and/or where the information supplied was incorrect and/or where the property was not sold by the rightful owner and/or where the agent had no mandate to sell the property.

In order to avoid the above we would kindly request that the attached request for information is completed and certified by the rightful owner/seller. We will only investigate the property once the owner/seller is satisfied that the information is certified as correct.

This Request for Information shall accompany a formal offer as an addendum once we are satisfied that this is a feasible project.

We have a simple purchase process:

1. Complete the RFI document. (Please provide rent rolls, photos etc. and as much additional information as possible. Please ensure correct address that we can view on Google Earth)
2. We feed the RFI information in (1) into a software program and do a desktop evaluation whether the property is feasible for us. We will contact the RFI submitter should we have any further queries.
3. We view the property if it is a feasible proposition as in (2) above.
4. We make an offer after viewing the property and whether it still is a viable proposition for us.

Please contact me via e-mail should there be any queries.

Regards

Leon Jordaan

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Fax : +27 (0) 86 685 2099

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Website : www.nethold.co.za



Information request for Commercial Property Purchases

<p>1. Today's Date</p>	<p>____ / ____ /20__ (DD / MM / YY)</p>
<p>2. Registered Owner Details (Company/CC/Trust/Individual)</p>	
<p>3. Registration Number (Entity Reg Nr.) (Will be used on Offer to Purchase)</p>	
<p>4. Registered Address of Owner (Will be used on Offer To Purchase)</p>	
<p>5. Physical Address of Property (Street, Street Nr, Town/City) (Please be very specific.)</p>	
<p>6. Erf Number (Will be used on Offer to Purchase)</p>	
<p>7. Township where Registered</p>	



8. Selling Price of property.	R _____
9. Is the owner registered for VAT ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. VAT included in selling price	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. VAT Nr. (Required for Offer)	
12. Total size of property incl land and buildings	_____m ²
13. Gross Erf Size	_____m ²
14. Gross building size	_____m ²
15. Gross Lettable Area (GLA)	_____m ²
16. Number of floors	
17. Number of separate offices/areas/shops	
18. Number of outbuildings and sizes	
19. Number of parkings:	Total : _____
a. Covered	
b. Basement	



c. Open	
20. Property rights (e.g Business 4, Res 1 etc)	
21. Number of bathrooms.	
22. Air-conditioning	Yes <input type="checkbox"/> No <input type="checkbox"/>
23. Alarm System (operational)	Yes <input type="checkbox"/> No <input type="checkbox"/>
24. Armed Reaction	Yes <input type="checkbox"/> No <input type="checkbox"/>
25. On-site security 24 hrs	Yes <input type="checkbox"/> No <input type="checkbox"/>
26. Any government permits or zoning restrictions affecting the property.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify: _____ _____
27. A market survey or study of the area with other units sold in the immediate vicinity including possible rental values for the premises under discussion.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify: _____ _____
28. Any land claims by previously disadvantaged individuals.	Yes <input type="checkbox"/> No <input type="checkbox"/>



Rental Agreements	
29. Gross Annual Rental (VAT excl)	
30. Nett Annual Rental (VAT excl)	
31. Vacant	Yes <input type="checkbox"/> No <input type="checkbox"/> Partly <input type="checkbox"/>
32. Vacant Area	_____m ²
33. Number of separate vacant areas e.g offices/shops etc with m ²	
34. Average Rent per lettable sqm. (Please provide last rental income received if vacant)	_____m ²
35. Is there a Rent Roll available (If Yes, please attach) (If No, please provide list of tenants with area occupied, rate /m ² , rent, lease duration)	Yes <input type="checkbox"/> No <input type="checkbox"/>
36. Remaining duration of rental agreements (Please specify if not specified in above. Attach if too long)	



Property Expenses	
37. Total Property Expenses	R _____
38. Water & Lights average amount	R _____
39. Municipal Rates & Taxes	R _____
40. Levies	R _____
41. Garden Services	R _____
42. Insurance	R _____
43. Maintenance (per annum) (Please provide provision for management expenses owner is responsible for.)	R _____
44. Management/Letting Fee (Property Managers/Letting Agents etc.)	R _____
45. Other expenses	R _____
Other	Please provide any other information that may be applicable
46. Photos available (Please attach)	Yes <input type="checkbox"/> No <input type="checkbox"/>



47. Is there an existing offer for the property (If Yes, provide status)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Agent		
48. Mandated Agent/Referral		
49. Mandated Agent Contact Details	Tel	
	Fax	
	e-mail	

Any other information that may be applicable:



CERTIFICATION

I/we, the Seller, _____
(Company Name if in Company/CC/Trust)

hereby certify that I/we are the legal owner of the property and that I/we are a willing seller.

The information provided is, to the best of our knowledge, true and correct.

The agent(s) specified has a legal binding mandate to sell the property on our behalf.

Signatory Name	
Position	

Signed at _____ on this _____ day _____ 20__

Signature (Owner/Seller)

Please E-mail or fax to: E-mail: info@nethold.co.za

Fax : +27 (0) 86 685 2099
Website : www.nethold.co.za