

Our ref: \_\_\_\_\_ -

\_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ **Domicilium Address**

**ATTENTION:** \_\_\_\_\_

**BY HAND**

Dear \_\_\_\_\_

**AGREEMENT OF LEASE ("the lease") BETWEEN [LEGAL ENTITY OF THE LANDLORD] ("the landlord") AND [LEGAL ENTITY OF THE TENANT] ("the tenant") FOR PREMISES LOCATED**

With reference to your offer to rent, we have pleasure in enclosing herewith the lease agreement, which has been drawn to the terms and conditions agreed.

Please ensure that each page and all alterations are initialed by yourself/the authorised signatory and two witnesses, and signed in full where indicated.

Kindly return the document for our signature no later than \_\_\_\_\_ 20\_\_\_ together with a cheque in the amount of \_\_\_\_\_ made up as follows:

Administration fee	R	_____
First month's rent	R	_____
First month's operating costs	R	_____
First month's municipal charges	R	_____
First month's open parking	R	_____
First month's basement parking	R	_____
<b>SUB TOTAL</b>	<b>R</b>	_____
VAT 14%	R	_____
Stamp Duty	R	_____
<b>SUB TOTAL</b>	<b>R</b>	_____
Deposit (unless by way of guarantee)	R	_____
<b>TOTAL DUE</b>	<b>R</b>	_____

We look forward to enjoying a mutually beneficial relationship with yourselves during the course of your tenancy in our property.

Yours faithfully  
**REDEFINE PROPERTIES LTD**

Encl/