

## Application Form for Leasing of Vacant Business Units

### 1. Applicant Details

- Full Name / Business Name: \_\_\_\_\_
- ID / Company Registration No.: \_\_\_\_\_
- Contact Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Residential / Business Address: \_\_\_\_\_
- Rental Amount offer: \_\_\_\_\_

### 2. Unit Details

- Unit Number / Location: \_\_\_\_\_
- Proposed Business Activity: \_\_\_\_\_

### 3. Supporting Documents (attach)

- Certified ID / Company Registration Document
- Business Plan / Proposal
- Billing Clearance certificate or Statement of Municipal Accounts or proof of residence with signed declaration or lease agreement or residential confirmation accompanied by declaration that a company and all active directors do not owe municipal services.
- Any other relevant documents

### 4. Important Conditions

- Employees of the State will not be considered for allocation of units.
- Selected applicants will be required to sign a Lease Agreement with the Municipality before occupation.

### 5. Declaration

I, the undersigned, declare that the information provided is true and correct and I agree to comply with the lease terms and municipal policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

All Application must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office New Municipal Offices (Sophia Location), Mt Frere (-30.902555,28.992615)** not later than **12h00** noon on **31 March 2026**



## **VACANT BUSINESS UNITS TERMS OF REFERENCE**

Umzimvubu Local Municipality hereby invites local SMME's to submit comprehensive proposals to occupy vacant business units of Umzimvubu Local Municipality which are as follows: Umzimvubu Trading Facility (Unit 3,5,8,9, 10&11) , Mada Building 4 , Wing 2 unit 4, Boardroom, Community Radio Facility, EmaXesibeni Tourism Art centre (two rondavels)

Umzimvubu Municipality's Local Economic Development Department will be a facilitator and conduit for required resources and identified socio-economic community needs with a clear development focus on the creation of a growing local economy. The Umzimvubu Municipality's LED Department is committed to promote quality economic development facilitation and coordination services to its communities by:

- ✓ Facilitating opportunities for SMME's;
- ✓ Supporting poverty alleviation projects;
- ✓ Facilitating, value-adding and market access opportunities;
- ✓ Developing an investment attraction and marketing strategy for our area;
- ✓ Facilitating finance, funds and resources from non-governmental, private and donor sectors;
- ✓ Monitoring the creation of jobs/business opportunities created by Umzimvubu Local Municipality



