

Civic Centre
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Mbombela 1201
Republic of South Africa



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Republic of South Africa
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OFFICE OF THE CHIEF FINANCIAL OFFICER

TO :

.....

Dear Sir/Madam,

RE:

In terms of Section 42 of the Local Government: Municipal Property Rates Act No. 6 of 2004, the Municipal Valuer may require the owner or occupier or person in charge of any property in the Municipal Area to provide information, as may be requested by the Municipal Valuer, of any building or land or property within their control. Attached hereinunder is a questionnaire for your attention and assistance with the information requested.

The information in this document (and to be treated in strict confidence) will assist the Municipal Valuer and Assistant Municipal Valuers in the undertaking of their duty to correctly value all property within the City of Municipality.

Please fax 086 622 0829 or e-mail to Gv2018.valuations@mbombela.gov.za not later than September 30, 2017 to:

C/O Municipal Manager
City of Mbombela

Yours faithfully,

MUNICIPAL VALUER



STAND/ERF NUMBER:

TOWNSHIP/SUBURB:

BUILDING NAME:

OWNER'S NAME:

Telephone number:

MANAGING AGENT:

Telephone number:

I do hereby declare that the information
contained in this document and provided by me is true and accurate to the best of my
knowledge and belief.

Signature Date

STRICTLY CONFIDENTIAL

QUESTIONNAIRE: SHOPPING CENTRES/MALLS

STAND/ERF NUMBER:

PHYSICAL ADDRESS:

TOWNSHIP/SUBURB:.....

COMMERCIAL BUILDING CENTRE NAME.....

YEAR OF CONTRUCTION.....

OWNER'S NAME:

For purposes of carrying out the valuation of the over referred property, kindly provide details of your gross rent turnover figures less any tax directly payable by the customers, and if under a property company and available, WHERE AVAILABLE, COPIES of certified accounts for the required period.

April 1, 2015 to March 2017

	FINANCIAL YEAR 2015	FINANCIAL YEAR 2016	FINANCIAL YEAR 2017
Total space let out in M ²			
Space owner occupied in M ²			
Gross rent received			
Less Total expenses			
Tax			
Profit			

I(POSITION HELD)

do hereby declare that the information given by me above is true and correct to the best of my knowledge and belief.

Signature: Date:

Cell/phone #.....

COMMERCIAL AND INDUSTRIAL PROPERTIES RETURNS

TENANT INFORMATION (PLEASE TICK CLEARLY ALL NEW TENANT AGREEMENTS AS APART FROM RE-NEGOTIATED LEASE WITH SITTING OR EXISTING TENANTS)

UNIT	TENANTS	ACCOMMODATION (e.g. Offices and/ or Shop)	FLOOR AREA (GLA) m ²	NET MONTHLY RENTAL	MONTHLY OPERATING COST RECOVERY	RATES RECOVERY (ON A PRO RATA BASIS)	DATE LEASE STARTED	DATE LEASE EXPIRES	ANNUAL RENTAL ESCALATION RATE (%)	GROSS MONTHLY ACTUAL RENTAL



IF INSUFFICIENT SPACE PLEASE CONTINUE ON SEPARATE PAGE AND ATTACHED TO THIS FORM AS AN ANNEXURE



EXPENDITURE ITEMS AMOUNTS AS AT END OF FINANCIAL YEAR 2017 (IF NOT YET AVAILABLE SUPPLY FOR FINANCIAL YEAR 2016)

ITEM	FEBRUARY 2016	FEBRUARY 2017
Insurance		
Rates including refuse and sewerage charges		
Rates recovered from tenants		
Electricity		
Electricity recovered from tenants		
Water		
Water recovered from tenants		
Building repairs		
Lift/escalator repair and maintenance		
Electrical repairs and maintenance		
Plumbing repairing and maintenance		
Other plant repair and maintenance		
Painting		
Caretakers salary and costs		
Cleaners/gardeners wages and costs		
Security guard coverage		

Cleaning materials		
Sign rentals		
Sundry costs		
Agents fees		
Others		
TOTALS		

LEASE TERMS

PLEASE TICK THE PARTY RESPONSIBLE FOR THE FOLLOWING EXPENSES AND IF SHARED ALSO INDICATE SHARE % AS AT END OF FINANCIAL YEAR 2017 OR 2016. **PLEASE INDICATE YEAR HERE ()**

EXPENSES	<u>LANDLORD</u> ✓	<u>TENANT</u> ✓	<u>LANDLORD</u> %	<u>TENANT</u> %
Internal repairs				
External repairs				
Property rates increase (Rates & Taxes)				
Building Insurance				
Electricity				
Water				
Skill Development levis /SETA				
Security				
General repairs expenses				
Legal Fees				
Any other costs (state tenants only)specify				
1				
2				
3				
4				
5				
Rent payable				

PLEASE NOTE: Your special attention is drawn to Section 42 (2) and 44 of the Local Government: Municipal Property Rates Act (Act no 6 of 2004) as amended.

Your cooperation and assistance in supplying the requested information on or/ before the stipulated due date will be appreciated.

Thank you,