tuhf capital

Client Pack

Financial partnerships that *grow property businesses*

086 000 8843 • www.tuhfcapital.co.za

Who we are

We exist to help property entrepreneurs *thrive*.

Tuhf Capital is a specialist commercial property finance and growth partner that supports ambitious entrepreneurs to build and scale successful property businesses.

We are South Africa's leading provider of practical funding solutions for residential and mixed-use property projects in cities, townships and other high-growth urban markets.

Established in 2004 to fund urban re-generation and reform urban property markets, we have built our reputation on our unique ability to recognise the value of entrepreneurial drive. We have evolved from an inner-city finance specialist to become the market leader in growing urban property businesses.

Though we provide access to commercial property development loans, our long-standing legacy is rooted in more than funding. Through practical commercial solutions, specialist expertise and hands-on support, we build mutually beneficial partnerships with entrepreneurs throughout their property journey – helping them unlock opportunities, grow sustainably and create impact in the communities where they invest.

Our Values

- Partnership
- Trust
- Excellence
- Commercial Success

What we do

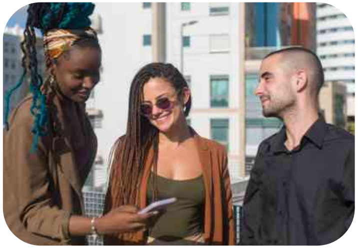
Products & Services

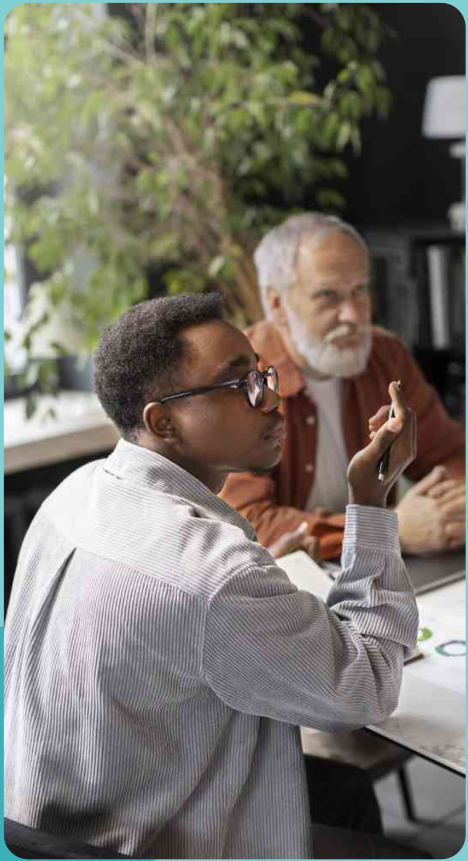
Loan types	Definition/description: To fund the...
Buy-to-let	Purchase of a property in lettable condition.
Buy-improve-let	Purchase of a property and subsequent Improvement to lettable condition.
Improve-let	Improvement to lettable condition.
Improve-let-cash-out	Improvement to lettable condition with subsequent equity release against residual value post completion of improvements.
Bond switch	Settlement of a 3rd party bond over the property and, if applicable, subsequent improvement to a lettable condition.
Refinance	Settlement of the existing loan in Tuhf Capital’s books and to create a new (consolidated) loan in the books in terms of a new (superseding) loan agreement.
Further advance	To increase an existing loan in Tuhf Capital’s books for the required sub-type purpose/s in terms of an addendum to the existing loan agreement ((i.e no new loan is created in our books – addendum to existing loan agreement)
Development loan	Land acquisition (if applicable) and development of Sectional Title Units for on-selling.
Student accommodation	Purchase of a property (if applicable) and subsequent improvement to lettable condition specifically for the purpose of accredited student accommodation.
Cash-out	A loan against the residual value of a property already owned by the borrower but not bonded to Tuhf Capital or any other 3rd Party and in a lettable condition in terms of Tuhf Capital’s standards (i.e. no improvements necessary)

Our Requirements

The Entrepreneurs we fund:

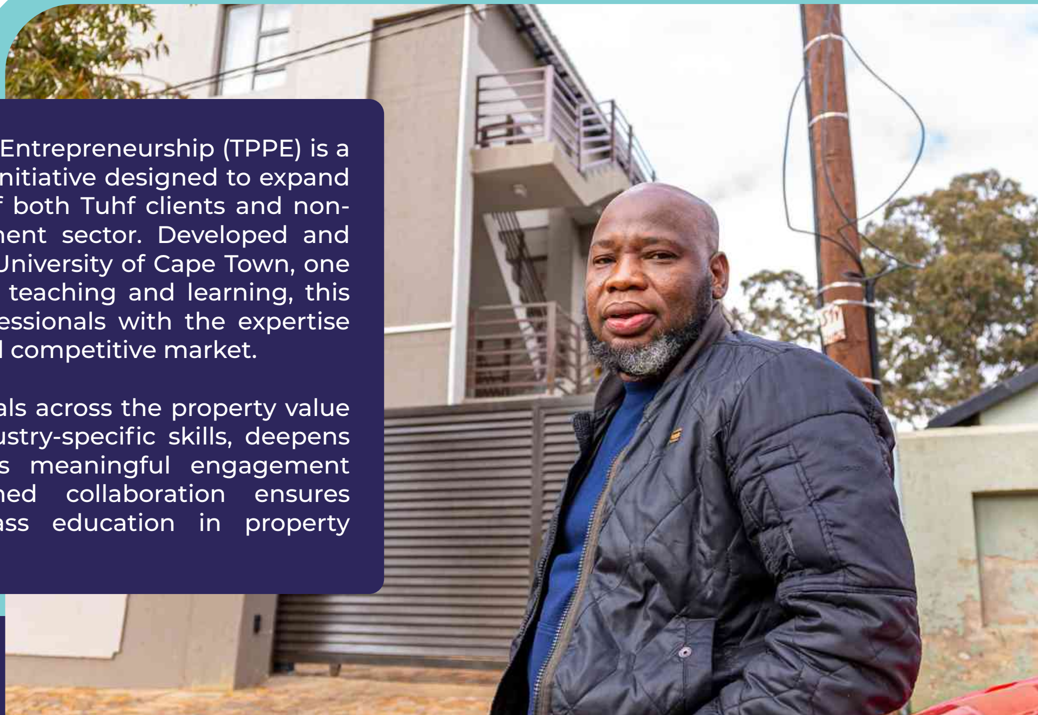
- Have the skills and networks needed to manage successful commercial property businesses.
- Have at least 20% of the total project cost available for equity investment.
- Have demonstrable knowledge of the market trends shaping their chosen area of investment.
- May be underserved or overlooked by traditional financing institutions.
- Can be new entrants to the commercial property market, or
- Existing property business owners looking to expand portfolios or unlock new opportunities.





Training and Mentorship

Tuhf Programme for Property Entrepreneurs (TPPE)



The Tuhf Programme for Property Entrepreneurship (TPPE) is a comprehensive in-house training initiative designed to expand the knowledge and capabilities of both Tuhf clients and non-clients within the built environment sector. Developed and delivered in partnership with the University of Cape Town, one of Africa's leading institutions for teaching and learning, this programme equips property professionals with the expertise required to thrive in a dynamic and competitive market.

Tailored specifically for professionals across the property value chain, the TPPE strengthens industry-specific skills, deepens practical knowledge, and fosters meaningful engagement among peers. This distinguished collaboration ensures participants receive a world-class education in property entrepreneurship.

Tuhf Programme for Property Entrepreneurs (TPPE)

Programme Overview

The TPPE provides delegates with an in-depth understanding of key property disciplines, including:

- Property Entrepreneurship and Investment
- Property Development Fundamentals
- Real Estate Market Drivers
- Property Valuation Techniques
- PropTech and Innovation
- Property Finance
- Property Management and Leasing
- Construction Management
- Green Building Practices; ESG and Sustainability
- Utilities Management
- Town Planning
- Design and Architecture
- Property Law

Programme Leadership and Faculty

The programme is directed and facilitated by Emeritus Professor Francois Viruly and Henry Chitsulo, both highly respected leaders in the property sector. The Course Convenor, Dr Elizabeth Musvoto of the University of Cape Town, provides academic oversight and facilitation.

Throughout the programme, additional specialist lecturers are invited to deliver expert-led sessions within their respective fields. This multidisciplinary approach ensures a rich, engaging, and dynamic learning experience.

Applied Learning Project

A key highlight of the TPPE is the practical, real-world case study project based on a property development opportunity in Johannesburg.

Participants will work in syndicate groups to apply the theoretical principles covered in the programme. The final project presentations will be evaluated by a panel of judges chaired by Emeritus Professor Francois Viruly, offering delegates valuable exposure to expert feedback and strategic thinking.

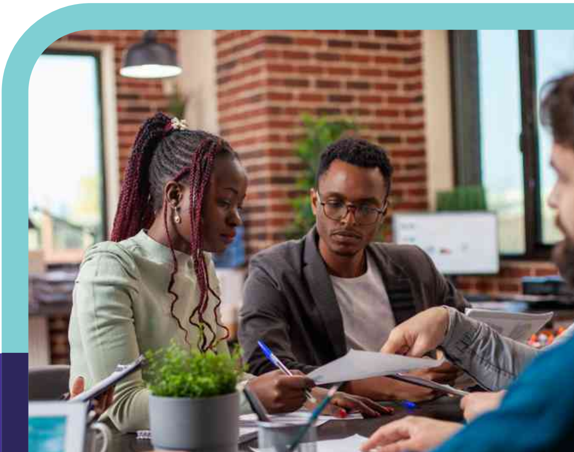
Tuhf Programme for Property Entrepreneurs (TPPE)

The TPPE is:
An approved University of Cape Town short course

Accredited by the Engineering Council of South Africa for Continuing Professional Development (CPD) points

Certification and Accreditation

Upon successful completion of the programme and attendance of at least 80% of sessions, delegates will receive a Certificate of Completion from the University of Cape Town.



Programme Structure and Logistics

The programme consists of eight half-day online sessions, delivered from 09:00 to 13:00 over a two-month period.

How we work

1 Find a commercial building

Find a commercial building that has potential to be converted or refurbished, or a piece of land suitable for development.

2 Conduct market research

Do your due diligence by conducting market research in the area. What are the rental prices? Is the property well-located near amenities and social services?

3 Contact your Client Coverage Consultant

Contact the Client Coverage Consultant serving your location. and submit a feasibility form before you sign the OTP. If feasibility form is approved, you will submit your application form and the documentation required for pre-approval.

4 Credit approval

Your application will undergo a thorough credit approval phase. Please be patient and remember to submit all FICA documentation.

5 Welcome to Tuhf Capital!

Once approved, registration will begin. The marketing team will contact you to invite you to the office to meet the Tuhf Capital Team and arrange for a sign to be installed at your building. Welcome to Tuhf Capital!

Please keep in contact throughout the process. We can help you make informed decisions and support you with helpful information.

At Tuhf Capital, we are proud of our clients' well run buildings. We will be in contact to install a signboard at your building after registration as outlined in your loan agreement.

Nice to meet you

We partner with you on your property investment journey. Once you have located a suitable building, we are happy to have a conversation with you to make sure that it is a good fit. We can offer expertise and insight when it comes to selecting your service providers such as building contractors and property managers, and will inspect the work and ensure everything is completed to the highest standard.

What is a guarantee?

An undertaking to the transferring attorneys that the balance of the purchase price will be paid to them on date of transfer and bond registration. Tuhf Capital's attorneys will only issue a guarantee once the guarantee payment has been made to their trust account.

- Please talk to your Client Coverage Consultant when intending to buy a property on auction as the process will be different.
- Please check the guarantee due date on your offer to purchase to ensure you meet the requirements.

Congratulations

Your loan has been approved!

You've made it this far, and now the hard work starts!
But as with most things, hard work reaps rewards.

Here's what's next!

- Receive Tuhf Capital's approval confirmation letter
- Receive loan agreement from Tuhf Capital
- Sign loan agreement with Tuhf Capital
- Sign the bond documents with the attorneys
- Send your proof of payment to Tuhf Capital for the equity you have paid.
- Submit pre-bond registration requirements in terms of loan agreement to Tuhf Capital
- The attorneys request funds, for guarantees and Tuhf Capital releases the funds to a trust account
- Bond documents are lodged at the Deeds Office and registration takes place - usually 7-10 working days after lodgement

Remember, even if everything is done perfectly, from approval to bond registration can take anything from three to six months.

Delays in obtaining clearance certificates, non-compliance of any kind or equity not being readily available will all delay the process. Please make sure you have everything in place to ensure a smooth and speedy registration.

Congratulations

Your property has been registered, let’s build!

Please read your loan agreement carefully as it relates to drawdown conditions. Take note of the requirements, they need to be completed before you can start construction and draw the first funds from your loan.

Utility account

As soon as your property is registered, open a municipal account at your local municipality. It will take a few months for the account to be switched to your name. Please make provision for your monthly utility fees so you can settle the back-dated amount when you receive your first bill.

DO NOT assume you don’t have to pay if you don’t get a bill. You will be back-billed for the entire amount once the account has been registered.

If you have any questions related to your utility account, please contact your Client Coverage Consultant or our Utilities Officer who may be able to assist.

What is an ABIP?

ABIP stands for Activity-Based Implementation Plan and it outlines the scope of work to be completed on your project. It includes a costing of all the elements associated with the refurbishment or construction of the building together with a programme of the work to be done and a monthly cash flow projection.

What is a PRC?

A PRC is a project review consultant. He or she will visit your building on a monthly basis to evaluate work done and quality of work completed. They will also make sure the project is executed in terms of the ABIP.

Our PRCs are all experienced quantity surveyors or construction professionals who will work closely with your professional team and make recommendations for payment amounts at every drawdown. Please confirm the size of your project with your Portfolio Manager.

What is a drawdown?

A drawdown is the portion of your Tuhf Capital loan you can access as soon as you have reached certain levels of completion in terms of the ABIP. Your loan will be made up of a certain number of drawdowns based on your ABIP. Work to the value of your drawdown needs to be completed and approved by a PRC (Project Review Consultant) before you make your next drawdown request. Please note that the ABIP needs to be revised and submitted with each drawdown.

Drawdown payments to third parties

Tuhf Capital will pay directly to third parties if so authorised by you and if quotes and invoices are provided. It is therefore important that you keep all your receipts and invoices.
The same turnaround time applies (5 working days) provided all the work has been completed to standard and signed off by a Tuhf Capital appointed PRC.

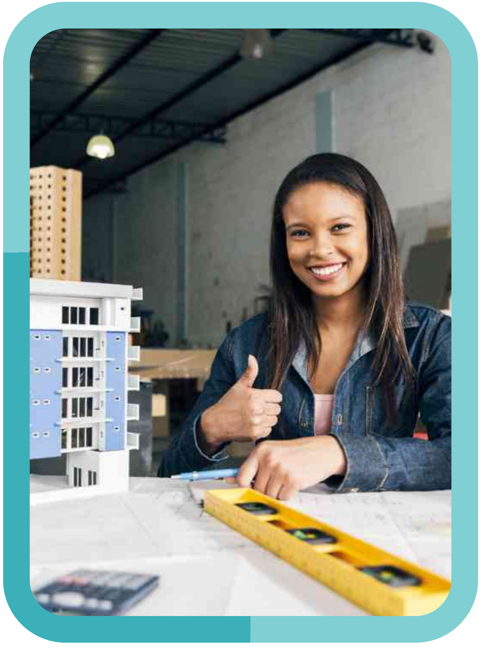
You can request 2 drawdowns per month. There is a 5 working day turn-around time from date of submission to payment.

Final drawdowns

10% of your construction or refurbishment amount will be retained by Tuhf Capital and will only be paid on receipt of proof of completion of all pre-final compliance conditions. Once we have received confirmation that all pre-final compliance conditions have been met we will disburse the final 10% and your interest rate will be adjusted as outlined in your loan agreement and the works are certified as complete by the PRC.

What are pre-final compliance conditions?

These are conditions specific to each project and will be outlined in your loan agreement and pre-final drawdown confirmation letter as well as confirmed by your Client Coverage Consultant.



Growing entrepreneurs *through property*

Time for some housekeeping

Well done! You've made it through construction and your property is getting ready for tenants to move in.

Compliances

The main purpose of building compliances is to protect public health, safety and general welfare as they relate to the construction and occupancy of buildings and structures.

You are required to be compliant to ensure your investment is protected, your building is secure and your tenants are safe and happy.

Lifts

If your building has a lift, we will require your updated lift compliance certificate every two years, unless your building's lift is decommissioned, for which we will require proof.

Fire safety

Please submit your building's fire compliance certificate every year. If your building is not fire compliant, your insurance company may refuse payment in the case of a fire incident.

Building inspections & valuations

Your Client Coverage Consultant will do regular building inspections. During this visit he/she will check the status of your building and compliances.

Statements and installments

Your installment will be debited from your nominated bank account on the 10th of the month. If the 10th falls on a weekend or public holiday, the installment will be debited on the next business day. You will receive your statement by email between the 7th and 15th of the month.

Documents required

- Utility accounts - once a month
- Management accounts - quarterly
- A copy of your insurance policy noting Tuhf Capital's interest - upon annual renewal of policy
- Your company's audited financial statements - annually (within 6 months of your financial year end)
- Other - rent roll etc (upon request)

All of the above can be sent to your Client Coverage Consultant.

If you have any questions, queries or problems, don't hesitate to speak to your Tuhf Capital Client Coverage Consultant. He or she will be more than happy to advise and help you.

Your instalment is linked to the interest rate being charged as per your loan agreement. Your loan will either be linked to 3 month Jibar or to Prime. The 3month Jibar rate resets every 3 months and Prime interest rate changes as per decision by the Reserve Bank of South Africa. Should there be any changes in the interest rate applicable to your loan, your instalment will change accordingly.

Your paperwork

Once your Feasibility Study is approved!

Please provide us with this documentation related to you or your company.

Please visit ***Get Started*** on our website to help you prepare the documentation for your application with us.

Trust

- Auditor's letter confirming company structure (e.g. organogram)
- Auditor's letter confirming the company is dormant or not trading (if applicable)
- Trust deed
- Auditor's confirmation of the Administrator of the Trust
- Letter of authority
- Current management accounts
- Current audited financial statements
- 3 months' bank statements, the most recent month not older than 3 months (this could also serve as proof of address if applicable)
- Certified copy/copies of Trustees OR Beneficiaries' IDs
- Proof of address (one of the following):
  - Bank statement, not older than 3 months
- Municipal account, not older than 3 months
- Telkom account, not older than 3 months
- SARS Income tax return not older than 1 year
- Current, signed and valid lease agreement

Private Company (Pty) Ltd

- Signed resolution by managing partners or directors
- Auditor's letter confirming company structure (e.g. organogram)
- Auditor's letter confirming the company is dormant or not trading (if applicable)
- Current management accounts
- Current audited financial statements
- 3 months' bank statements, the most recent month not older than 3 months (this could also serve as proof of address if applicable)
- Certified copy/copies of Shareholders' IDs
- Proof of address (one of the following):
  - Bank statement, not older than 3 months
- Municipal account, not older than 3 months
- Telkom account, not older than 3 months
- SARS Income tax return not older than 1 year
- Current, signed and valid lease agreement

Purchase plus refurbishment

- Basic requirements
- Details of professional team such as architect, quantity surveyor and project manager
- Project plan including construction cash flows and timeline
- Construction team and strategy

Purchase plus construction

- Purchase plus refurbishment requirements
- Building plans/sketches

Construction or conversion

- Purchase plus construction requirements
- Copy of title deed if the property is un-bonded

Construction loan for sectional title

- Purchase plus construction requirements
- Levies
- Body corporate financials and management accounts

Refinance

- Basic requirements
- Copy of title deed if the property is un-bonded
- Settlement figures (not older than 3 months) if the property is bonded elsewhere

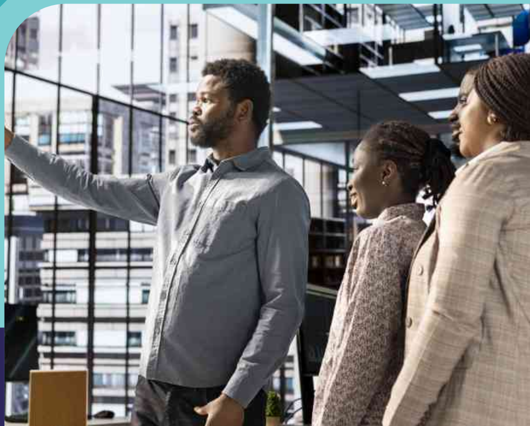
Equity Release

- Basic requirements
- Equity amount required

Have your equity ready upon approval of finance.

Documents that will be required later on in the process:

- Offer to Purchase
- Municipal Accounts
- Commercial Lease Agreements
- FICA Documentation



Complete our Feasibility Requirements form online

1. Visit https://www.tuhf.co.za/feasibility-form/
2. Click on 'Feasibility Form' under Step 1
3. Fill in the form and submit

Building property entrepreneurs

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