

DATE: / /

APPLICATION TO RENT (RESIDENTIAL)



PLEASE FILL IN ALL DETAILS WHERE NECESSARY AND CIRCLE THOSE OPTIONS THAT ARE APPLICABLE

PERSONAL INFORMATION

SURNAME:		FORENAME/S:		GENDER: M / F	
DATE OF BIRTH: DD / MM / YYRR		COUNTRY OF BIRTH:		RSA I.D. NO:	
IF NOT S.A. CITIZEN, PASSPORT NO:		VISA NO:		NO. OF YEARS IN S.A:	
ALTERNATIVE HOME ADDRESS:			<u>POSTAL ADDRESS:</u>		
CODE:			CODE:		
PHONE(H):		PHONE(W):		PHONE(C):	
HOME LANGUAGE:		2ND LANGUAGE:		<u>EMAIL:</u>	
MARITAL STATUS: SINGLE / MARRIED / LIFE PARTNER / DIVORCED / WIDOW / WIDOWER / OTHER(SPECIFY)					
IF RENTING WITH SPOUSE / PARTNER		FULL NAME:		CHILDREN: Y / N	
I.D. / PASSPORT NO:		PHONE(C):		PHONE(W):	
<u>EMAIL:</u>			GROSS INCOME PER MONTH:		

EMPLOYMENT & FINANCIAL INFORMATION

PRESENT OCCUPATION:		PRESENTLY EMPLOYED SINCE: DD / MM / YYRR			
SUPERVISOR NAME:		SUPERVISOR CONTACT NO:			
CURRENT GROSS INCOME PER A MONTH:		INCOME TAX NO:			
BANK NAME:		BRANCH NAME:		BRANCH CODE:	
ACCOUNT NO:		TYPE OF ACCOUNT: CHEQUE / SAVINGS / CURRENT / OTHER(SPECIFY)			
CREDIT / DEBIT CARD NO:		CARD TYPE(eg. VISA):		EXPIRY DATE: MM / YYRR	

PROPOSED OCCUPANTS (EXCLUDING MAIN APPLICANT)

		NAME & SURNAME	RELATIONSHIP	AGE
DETAILS & INFO OF OCCUPANTS:	1			
	2			
	3			
	4			
	5			

VEHICLES

	MAKE & MODEL	REGISTRATION NO.	COLOUR	NAME OF OWNER
1				
2				

CREDIT / LOAN INFORMATION

NAME OF INSTITUTION	TYPE OF ACCOUNT	ACCOUNT NUMBER	ACCOUNT IN GOOD STANDING (IF NOT, REASON?)	
			Y / N	
			Y / N	

PRESENT / PREVIOUS ADDRESS

DO YOU PRESENTLY RENT ACCOMODATION: Y / N		TYPE:		RENTING SINCE: DD / MM / YYRR	
PRESENT RENTAL PER MONTH: R		IS PRESENT RENT UP TO DATE: Y / N		HAVE YOU GIVEN NOTICE: Y / N	
PRESENT LANDLORD / AGENT NAME:			LANDLORD / AGENT CONTACT NO:		
REASON FOR SEEKING NEW ACCOMODATION:					
PRESENT PHYSICAL ADDRESS:					
		CODE:			

ACCOMMODATION APPLYING FOR

BUILDING NAME AND ADDRESS:		
UNIT NO:	UNIT TYPE:	LENGTH OF LEASE WANTED: 6 / 12 / 18 / 24 MONTHS OR MORE THAN 2 YEARS
HOW DID YOU HEAR ABOUT US?: SOCIAL MEDIA / CLASSIFIEDS / FRIEND / RELATIVE / INTERNET / CURRENT TENANT / BILLBOARD / FLYER		

BACKGROUND CHECK

HAVE YOU EVER BEEN SUED FOR OUTSTANDING BILLS?:	Y / N	HAVE YOU EVER BEEN SUED FOR EVICTION?:	Y / N
HAVE YOU EVER BEEN BANKRUPT?:	Y / N	HAVE YOU EVER BEEN CONVICTED OF A FELLONY?:	Y / N
HAVE YOU EVER BROKEN A LEASE?:	Y / N	DO YOU HAVE ANY CURRENT OUTSTANDING DEBTS?:	Y / N

APPLICANT AUTHORISATION AND DECLARATION

THE APPLICANT/S HEREBY GRANT/S PERMISSION AT ALL TIMES TO THE LANDLORD / AGENT TO MAKE INQUIRIES VIA TPN AND ITC (OR ANY OTHER POTENTIAL CREDIT PROVIDERS) FOR PVIOUS RENTALS, CREDIT RECORDS, INDEBTEDNESS AND CREDITWORTHINESS. CONSEQUENTLY, THE APPLICANT/S AUTHORISE/S THE LANDLORD / AGENT TO CONTACT PAST & PRESENT LANDLORDS / AGENTS, EMPLOYERS, CREDITORS, CREDIT BUREAUS (INCLUDING TPN), NEIGHBOURS & ANY OTHER SOURCES DEEMED NECESSARY TO INVESTIGATE THE APPLICANT/S ACCURATELY & FAIRLY.

THE APPLICANT/S HEREBY DECLARE/S THAT THE DETAILS AND INFORMATION FURNISHED IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT. THE APPLICANT/S ACKNOWLEDGE/S THAT IF ANY INFORMATION CONTAINED IN THIS APPLICATION, IS FOUND AT ANY TIME TO BE FALSE, THE LEASE AGREEMENT WILL BE IMMEDIATELY CANCELLED.

SIGNITURE OF APPLICANT

SIGNITURE OF SPOUSE

DATE OF APPLICATION DD / MM / YRRR

IMPORTANT

N.B. ELECTRICITY, CLEANING, WATER, SEWERAGE, REFUSE REMOVAL, PARKING & OTHER SERVICES ARE CHARGED INDEPENDENT OF THE MONTHLY RENT. PREPAID ELECTRICITY METERS ARE INSTALLED IN ALL INDIVIDUAL UNITS AND ARE MANAGED BY A THIRD PARTY CONTRACTOR. ALL OTHER SERVICES WILL BE BILLED AT CURRENT MARKET RELATED PRICES, DEPENDING ON USAGE & LOCATION OF ACCOMODATION.

***PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS APPLICATION FORM. THE COMPLETED APLLICATION FORM ALONG WITH THE REQUIRED DOCUMENTS MUST BE SUBMITTED IN PERSON AT OUR OFFICES OR EMAILED TO THE ADDRESS GIVEN BELOW.**

- PHOTO COPY OF I.D. / PASSPORT
- LATEST 3 MONTHS SALARY SLIPS
- PHOTO COPY OF VISA (IF APPLICABLE)
- LATEST 3 MONTH BANK STATEMENT (BANK STAMP)
- PROOF OF INCOME TAX NUMBER (IRP5)

FOR OFFICE USE ONLY

FLAT / ROOM #:	ADDRESS:		
# OF KEYS FOR UNIT:			PROPERTY CODE:
PROPOSED DATE OF OCCUPATION: DD / MM / YRRR	TERMS OF LEASE:		
MONYHLY RENT: R	RENT DEPOSIT: R	KEY DEPOSIT: R	OTHER DEPOSIT: R
CREDIT REPORT: FAVOURABLE / UNFAVOURABLE		OVERALL CREDIBILITY OF INTERVIEWEE: FAVOURABLE / UNFAVOURABLE	
APPLICATION COSTS: R		APPLICATION #:	
APPROVED?: YES / NO IF NO, REASON?:			



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