



Reg. No. 1989/016416/23 VAT No. 4490109040  
 Registered Credit Provider: NCRP 3517  
 Registered Debt Collector: Certificate No. 0044957/10



Reg. No. 1987/000085/23  
 Ruimsig Office Estate, Building 5, Hole-In-One Rd, Ruimsig, 1724  
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## RENTAL APPLICATION FORM FOR RESIDENTIAL PREMISES

**DO NOT COMPLETE THIS APPLICATION UNTIL YOU HAVE VIEWED THE PROPERTY, AND YOU ARE SATISFIED WITH THE CONDITION AS IT IS. WHEN ONCE WE GO FURTHER WITH THIS APPLICATION, YOU WILL BE HELD RESPONSIBLE FOR ADMIN FEES. PLEASE ENSURE FULL AND ACCURATE COMPLETION OF APPLICATION TO AVOID UNNECESSARY DELAYS.**

### PRIVATE AND CONFIDENTIAL

(PLEASE PRINT IN CAPITAL LETTERS)

I/We		hereby apply to rent a cottage/flat/townhouse/cluster/house ("the premises") from the Owner/Landlord					
Address of premises:			Occupation date:		Start date of lease:		
<b>DETAILS OF FIRST APPLICANT APPLYING TO RENT THE PREMISES</b>							
Full Name:			ID number:				(attach copy)
Date of Birth:		Nationality:		Passport number:			(attach copy if applicable)
Marital status:		If married:		<input type="checkbox"/> In community of property	<input type="checkbox"/> ANC	<input type="checkbox"/> Accrual system	
Tel (h)		Tel (w)		Fax		Cell	
Email address:							
Address where you are currently staying:							
Why are you moving:							
Are you the owner of the property where you currently stay: YES / NO			If no, please give us the following information: Rental paid:				
How long have you rented there:		Name of Rental Agent / Landlord:			Office number:		
Cell:		Email address/es:					
Next of kin:		Relationship:		Address:			
Tel (h)		Tel (w)		Tel (c)		Email address:	
<b>BANKING DETAILS</b>							
Bank:			Branch & Code:				
Account number:			Type of account:				
<b>EMPLOYMENT DETAILS</b>							
Self-employed: YES / NO		Occupation:			Current employer:		
Employer's address:				Period of employment:			
Legal status of applicant: (Pty) Ltd		CC		Trust		Type of business:	
Where the applicant is a legal entity the property owner may require that an additional surety be provided for the rental obligation. Please provide details of whom it will be if required:							
Full name of surety:		Tel (w)		Cell		ID/Passport no:	
Will you be an occupant at this premises: YES / NO							
<b>DETAILS OF SECOND APPLICANT APPLYING TO RENT THE PREMISES</b>							
Full Name:			ID number:				(attach copy)
Date of Birth:		Nationality:		Passport number:			(attach copy if applicable)
Marital status:		If married:		<input type="checkbox"/> In community of property	<input type="checkbox"/> ANC	<input type="checkbox"/> Accrual system	
Tel (h)		Tel (w)		Fax		Cell	
Address where you are currently staying:							
Why are you moving:							
Are you the owner of the property where you currently stay: YES / NO			If no, please give us the following information: Rental paid:				
How long have you rented there:		Name of Rental Agent / Landlord:			Office number:		
Cell:		Email address:					
Next of kin:		Relationship:		Address:			
Tel (h)		Tel (w)		Tel (c)		Email address:	
<b>BANKING DETAILS</b>							
Bank:			Branch & Code:				
Account number:			Type of account:				
<b>EMPLOYMENT DETAILS</b>							
Self-employed: YES / NO		Occupation:			Current employer:		
Employer's address:				Period of employment:			
Legal status of applicant: (Pty) Ltd		CC		Trust		Type of business:	
Where the applicant is a legal entity the property owner may require that an additional surety be provided for the rental obligation. Please provide details of whom it will be if required:							
Full name of surety:		Tel (w)		Cell		ID/Passport no:	
Will you be an occupant at this premises: YES / NO							
<b>AFFORDABILITY DETAILS OF ALL PARTIES:</b>							
<b>Monthly income:</b>		<b>Applicant 1:</b>		<b>Applicant 2:</b>		<b>Surety:</b>	
Salary:							
Commission:							
Maintenance:							
Other:							
Total monthly income:							

<b>Expenses:</b>	<b>Applicant 1:</b>	<b>Applicant 2:</b>	<b>Surety:</b>
Taxation / UIF / PAYE:			
Medical Aid / Doctor & Chemist:			
Rent/Bond payment:			
Loan repayments / Hire purchase instalments:			
Motor finance:			
Credit card accounts:			
Insurance:			
Transport:			
Education:			
Groceries:			
Clothing/ Entertainment			
Maintenance:			
Water, electricity, rates & taxes:			
Telephone/Cellular telephone:			
TV rental/M-Net/DSTV			
Other (specify)(eg Domestic/gardener etc):			
<b>Total expenditure:</b>			

**NB! The monthly rental is to be paid by debit order – specify the account particulars on which the debit order will run:**

Bank:	Branch:	Code:	A/c type:	A/c number:
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**GENERAL DETAILS:** Who will be staying at the premises for the whole period of the lease?

No of Adults: below	(Please specify	No of Children:	(Please specify below)
Name	ID/Passport No	Name	DOB

Names of schools attended by children:

No of pets owned:	Type:	
No of vehicles at premises:	1. Type	Registration:
	2. Type	Registration:
	3. Type	Registration:

Have either of you ever had any judgments / defaults granted against you? YES / NO

If yes please give details:

I / We declare that the information we have given in this application form is true and correct to the best of my / our knowledge and that I / we have not failed to provide any information which, if the Landlord had known such information, would have not allowed the application to be successful.

Upon acceptance by the Landlord and the presenting of an Agreement of Lease, I/we agree to pay the following:

Deposit:	R	1 <sup>st</sup> Month's rent:	R
Key deposit:	R	Refuse:	R
Electricity deposit:	R	Sewerage:	RA
Admin fee:	R	Parking:	R
Pro-rata rent:	R	Other:	R
		<b>Total:</b>	<b>R</b>

Period of lease you require:

**NB: KEYS WILL ONLY BE HANDED OVER ON ACCEPTANCE OF LEASE AND THE FULL AMOUNT HAS BEEN PAID**

The above amount must be paid by either EFT, cash deposit into the bank, or via credit card at our office (charges apply), within 24 hours of acceptance in order to secure property

**SUPPORTING DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION**

<b>First Person:</b>	<b>Second Person:</b>	<b>Surety:</b>
RSA ID document / Passport	RSA ID document / Passport	RSA ID document / Passport
Proof of current address	Proof of current address	Proof of current address
Payslip	Payslip	Payslip
3 Month's bank statements	3 Month's bank statements	3 Month's bank statements

I/We agree and allow the Landlord or Agent at all times to contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau that may be necessary to assess my/our behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness; furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of me/us to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding my/our dealings with the Landlord.

Signed by the 1 <sup>st</sup> Applicant at 20____	on this the	day of	1 <sup>st</sup> Applicant:
Signed by the 2 <sup>nd</sup> Applicant at 20____	on this the	day of	2 <sup>nd</sup> Applicant:

SIGNATURES REQUIRED OF BOTH HUSBAND & WIFE, OR PERSONS SHARING

**PERSON WHOM YOU DEALT WITH/VIEWED THE PROPERTY WITH AT STATUS MARK:**

**FOR OFFICE USE**

Property address: \_\_\_\_\_

ITC & TPN Checks: Y / N

Applicant 1: \_\_\_\_\_

Applicant 2: \_\_\_\_\_

Relevant documentation if applicant has judgement / default: Y / N

Employment confirmation: Y / N

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

Applicant 1 – Person dealt with in HR: \_\_\_\_\_

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

Applicant 2 – Person dealt with in HR: \_\_\_\_\_

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

Previous landlord checked: Y / N

1. Confirm if applicant rented from him per info on application form

\_\_\_\_\_

2. Their reason for moving

\_\_\_\_\_

3. What rental was he paying, was he a good paying tenant

\_\_\_\_\_

4. Did tenant look after your property

\_\_\_\_\_

5. Other comments

\_\_\_\_\_

FICA verification: \_\_\_\_\_

Qualifying amount: \_\_\_\_\_

INC / EXP Checked: \_\_\_\_\_

Owner authorisation: Y / N

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