

RENTAL APPLICATION FOR RESIDENTIAL PREMISES (TF001NP)

Property Address _____

Monthly Rental R_____ Occupation Date _____ Duration _____ months

GUIDELINES FOR COMPLETING AND SUBMITTING THIS APPLICATION

- Each person to be a signatory to the lease agreement needs to complete ALL information requested in this application form and provide ALL the required supporting documentation. If there are more than two applicants, then an additional applicant information page/s needs to be completed and submitted for each additional applicant. This includes spouses and persons sharing. ***Please note: Our company policy requires that at least one of the signatories to the lease must intend to reside at the property.***
- Copies of the following supporting documentation for each applicant must be submitted together with the completed application:
 - o RSA ID Document / Passport
 - o Proof of current address (not older than 3 months)
 - o Payslips for the last 3 months
 - o Bank statements for the last 3 months, if employed. If self-employed, or earning commission, then 6 months' bank statements are required.
- **ID and proof of residential address are a FICA requirement and we MAY NOT process your application without these documents.**
- Please note: If your remuneration is purely commission, or includes an element of commission, or you are self-employed, you need to provide 6 months' payslips or proof of income and bank statements. In addition, self-employed persons may be requested to provide financial accounts prepared and/or signed by an accountant.
- Copies of the following supporting documentation for each additional resident must be submitted together with the completed application:
 - o RSA ID Document / Passport
- **IMPORTANT: No applications will be evaluated unless fully completed, initialled, signed and all required supporting documentation received.**
- Originals of the supporting documentation are to be provided and sighted on approval of the application – prior to you signing any lease agreement.
- Upon approval of this application, the successful applicant/s will be required to pay the following move-in costs in full and upfront before the lease agreement will be prepared:

o Damages Deposit	-	2 month's rent (non-negotiable)
o 1 st Months' Rent	-	1 month's rent
o Lease Fee	-	R[insert amount] (Including VAT)
o Utilities Deposit	-	Property Dependant (refer to the advertisement, or ask the rental agent)
o [Other]	-	[Insert any other costs required]

To find out more about applying for a rental property through [insert company name], as well as our evaluation criteria and process, visit [insert webaddress]

For any other queries, please contact the advertised rental agent for the property.

Read and Understood: Initial/s _____

APPLICANT 1

Identification

Title: Mr / Mrs / Ms / Miss / Me / Dr / Pastor / Adv

Mobile _____

First Name/s _____

Phone _____

Last Name _____

Fax _____

Nick Name / Preferred Name _____

Email _____

ID No. _____

ID Type: RSA ID / RSA Passport / Other Passport

Secondary Email (Optional) _____

Residential History

Current Residential Address

Post Code _____

***Copy of ID & proof of residential address, not older than three months, and reflecting your name and residential address must accompany this application. Original to be sighted on approval of the application, prior to signing the lease**

Are you the owner of this property? YES/NO – If NO, please provide the following information:

Rent Paid R _____ per month – How long have you rented there _____ mths _____ yrs

Rental Agent/Landlord: Name _____

Work No. _____ Mobile _____ Email _____

Previous Residential Address

Post Code _____

Were you the owner of this property? YES/NO – If No, please provide the following information:

Rent Paid R _____ per month – How long did you rent there _____ yrs _____ mths

Rental Agent/Landlord: Name _____

Work No. _____ Mobile _____ Email _____

Marital Status

Marital Status _____

If married:

In Community of Property/ANC/Accrual System

Employment Details

Self-employed: YES/NO

Occupation _____ Current Employer _____

Period of Employment _____ mths / _____ yrs

Employers Address _____

Employers Contact Person & Telephone No. _____

Gross monthly salary (before deductions & tax) R _____

Net monthly income (after tax/take home salary) R _____

**Copies of the last three months' payslips and bank statements to be submitted with the application*

Affordability

Will you be solely responsible for the full rent of the premises? Y / N

If No, portion of the rental you will be responsible for R _____ per month

Initial/s _____

APPLICANT 1 / contd.**FICA Risk Assessment Questionnaire**

In terms of our *FICA Risk Management and Compliance Programme* we require you to please complete the following questionnaire:

Please indicate whether you and/or any members of your family, or any of your close associates, currently hold, or have held, any of the following positions:

Positions in the Republic of South Africa	
Positions in the Republic of South Africa	Y / N
President or Deputy President of South Africa	
Cabinet Minister or Deputy Minister	
Premier of a Province	
Member of Executive Council of a Province	
Mayor of a Municipality	
Leader of a Political Party	
Member of a Royal Family of Senior Traditional Leader	
Head, Accounting Officer or Chief Financial Officer (CFO) of a National or Provincial Department	
Manager or CFO of a Municipality	
Chairperson, Chief Executive Officer, Accounting Authority CFO or Chief Investment Officer of a Public Entity	
A prominent Judge in the Constitutional Court, Supreme Court of Appeal or the High Court or any equivalent Court	
Ambassador, High Commissioner or Senior Representative of a foreign country who is based in South Africa	
Person Occupying any of the following positions in a company that sells goods or services to the government worth more than (an amount to yet be gazetted) – a) Chairperson of the board of directors; b) Chairperson of the Audit Committee; c) Executive Officer; or d) CFO	
Positions in a Foreign Country	
Member of Royal Family	
Member of Cabinet or similar structure	
Senior Member or Leader of a political party	
Senior Judicial Officer	
Senior Executive of a State-owned entity	
High-ranking Military Officer	

If you answer to any of the above questions is 'Y', please provide further details

APPLICANT 2

Identification

Title: Mr / Mrs / Ms / Miss / Me / Dr / Pastor / Adv

Mobile _____

First Name/s _____

Phone _____

Last Name _____

Fax _____

Nick Name / Preferred Name _____

Email _____

ID No. _____

ID Type: RSA ID / RSA Passport / Other Passport

Secondary Email (Optional) _____

Residential History

Current Residential Address

Post Code _____

***Copy of ID & proof of residential address, not older than three months, and reflecting your name and residential address must accompany this application. Original to be sighted on approval of the application, prior to signing the lease**

Are you the owner of this property? YES/NO - If NO, please provide the following information:

Rent Paid R _____ per month - How long have you rented there _____ mths _____ yrs

Rental Agent/Landlord: Name _____

Work No. _____ Mobile _____ Email _____

Previous Residential Address

Post Code _____

Were you the owner of this property? YES/NO - If No, please provide the following information:

Rent Paid R _____ per month - How long did you rent there _____ yrs _____ mths

Rental Agent/Landlord: Name _____

Work No. _____ Mobile _____ Email _____

Marital Status

Marital Status _____

If married:

In Community of Property/ANC/Accrual System

Employment Details

Self-employed: YES/NO

Occupation _____ Current Employer _____

Period of Employment _____ mths / _____ yrs

Employers Address _____

Employers Contact Person & Telephone No. _____

Gross monthly salary (before deductions & tax) R _____

Net monthly income (after tax/take home salary) R _____

**Copies of the last three months' payslips and bank statements to be submitted with the application*

Affordability

Will you be solely responsible for the full rent of the premises? Y / N

If No, portion of the rental you will be responsible for R _____ per month

Initial/s _____

APPLICANT 2 / contd.

FICA Risk Assessment Questionnaire

In terms of our *FICA Risk Management and Compliance Programme* we require you to please complete the following questionnaire:

Please indicate whether you and/or any members of your family, or any of your close associates, currently hold, or have held, any of the following positions:

Positions in the Republic of South Africa	
Positions in the Republic of South Africa	Y / N
President or Deputy President of South Africa	
Cabinet Minister or Deputy Minister	
Premier of a Province	
Member of Executive Council of a Province	
Mayor of a Municipality	
Leader of a Political Party	
Member of a Royal Family of Senior Traditional Leader	
Head, Accounting Officer or Chief Financial Officer (CFO) of a National or Provincial Department	
Manager or CFO of a Municipality	
Chairperson, Chief Executive Officer, Accounting Authority CFO or Chief Investment Officer of a Public Entity	
A prominent Judge in the Constitutional Court, Supreme Court of Appeal or the High Court or any equivalent Court	
Ambassador, High Commissioner or Senior Representative of a foreign country who is based in South Africa	
Person Occupying any of the following positions in a company that sells goods or services to the government worth more than (an amount to yet be gazetted) – a) Chairperson of the board of directors; b) Chairperson of the Audit Committee; c) Executive Officer; or d) CFO	
Positions in a Foreign Country	
Member of Royal Family	
Member of Cabinet or similar structure	
Senior Member or Leader of a political party	
Senior Judicial Officer	
Senior Executive of a State-owned entity	
High-ranking Military Officer	

If you answer to any of the above questions is 'Y', please provide further details

OTHER RESIDENTS/OCCUPANTS

Please provide the following information for all other persons (adults and/or children) that will be residing at the premises:
Copies of ID for each additional resident to be submitted with this application.

<i>Name</i>	<i>Relationship</i> (e.g. partner, child, etc.)	<i>ID No.</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets
Are you wishing to have pets at the premises? Y / N - If Yes, please provide the following information for each pet:

<i>Type (e.g. cat/dog)</i>	<i>Breed</i>	<i>Age</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Vehicles
Please provide the following information for all vehicles to be kept at the premises:

<i>Type</i>	<i>Registration</i>
_____	_____
_____	_____
_____	_____
_____	_____

General
Have any of the applicants ever had any judgements/defaults granted against them? Yes / No
If Yes, please provide details:

Special Conditions
If any representations were made to you regarding the property that are important to your rental decision these should be included in the lease as special conditions as this is the only way to make them binding. Please list any special conditions you would like included in the lease agreement here so they can be considered as part of your rental application:

Requests for Changes to the Standard Lease Terms and Conditions

You were provided with a copy of our standard Lease Terms and conditions together with this application form. Any approval of this application will be conditional on you accepting and signing these terms and conditions, unless you request changes to the Standard Terms and Conditions, and these are approved. Please note your requested changes here so that they can be considered as part of your rental application:

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

Upon acceptance by the landlord, I/we agree to pay the move-in costs, as set out on page 1 of this application, immediately and in full. I/We understand that the agent is not authorised to enter into any payment arrangements regarding these costs. I/We understand that the lease agreement will only be prepared once full payment has been received in the agent's trust account.

I/we acknowledge that I/we have been provided a copy of the agents' lease terms and conditions. I/we understand that these lease terms and conditions are the only lease terms and conditions that the agent is authorised to enter into on behalf of the landlord. This application will be processed on the understanding that I/we accept the standard lease terms and conditions of the agent. We also understand that NO requests for changes to the Lease terms & Conditions will be considered after approval of any application, save for my/our requested changes as detailed in this application. I/we understand that requests for changes to the agents' standard lease terms and conditions form part of this application and are subject to approval by the landlord.

I/we hereby consent and authorise the landlord and/or agent, as the case may be, to **at all times**:

- contact, request and obtain information from my/our **current and/or past landlord/s and/or agent/s** concerning my/our behaviour profiles, payment patterns, indebtedness, and any other information that the landlord/agent may deem appropriate, pertaining to our dealings with them;
- contact, request and obtain information from my/our **employer/s** to confirm my/our employment details, employment history and/or gross earnings;
- contact, request and obtain information from any **credit or service provider (or potential credit or service provider) or registered credit bureau** relevant to an assessment of my/our behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness;
- **furnish information concerning my/our behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness** to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my/our dealings with the landlord.

The applicant/s consent/s to the Landlord and/or Agent accessing, storing, screening or processing his/her/their personal information, as defined in the Protection of Personal Information Act, which the Landlord and/or Agent reasonable requires. This is subject to the Landlord and/or Agent complying with all provisions of this Act.

Signature/s

Applicant 1 – Name:

Signed by the applicant at _____ on this the _____ day of _____ 20_____

Applicant 2 – Name:

Initial/s _____

Signed by the applicant at _____ on this the _____ day of _____ 20_____