

# RENTAL APPLICATION FORM

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## Important notes for prospective tenants

- 1) No prospective tenant will be considered unless an Application Form has been completed in full.
- 2) When handing in the completed Application Form, we require the following:
  - a) A copy of your Identity Document.
  - b) A copy of your most recent Pay Advice / Letter of Appointment.
- 3) This application is not binding on us as the Landlords and no discussion will be entered into if your application is unsuccessful.
- 4) You will be required to pay, on signing of the Lease, a deposit equal to the sum of one month's rental to the Landlord.
- 5) When signing up a Lease Agreement after the 15<sup>th</sup> of the month, we Will require the deposit as well as the first month's rent to be paid in cash or by Bank Guaranteed Cheque.
- 6) You will not be handed the keys to the premises that you will be letting until:
  - a) The Lease is signed.
  - b) The deposit is paid.
  - c) Revenue Stamps have been paid for an amount of R \_\_\_\_\_.
  - d) When applicable, you have paid the relevant deposit for water and electricity to the Authorities.
- 7) You are advised to familiarise yourself with the conditions and obligations of the 'Agreement of Lease'.

## NOTES

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**All details are to be completed in full in block letters**

Property applied for: \_\_\_\_\_

Rent: R \_\_\_\_\_ Occupation Date: \_\_\_\_\_ How long: \_\_\_\_\_

Total number of persons to occupy premises: \_\_\_\_\_

Adults: \_\_\_\_\_ Children (specify ages): \_\_\_\_\_

Animals: \_\_\_\_\_ Specify types: \_\_\_\_\_

Surname (Mr/Mrs/Ms): \_\_\_\_\_

Full first names: \_\_\_\_\_ Spouse: \_\_\_\_\_

Marital Status: \_\_\_\_\_

I/D No / Passport No / CC Reg No: \_\_\_\_\_

Spouse: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SA Citizen: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Mark with X)

Car registration No: \_\_\_\_\_

Present residential address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel No (W): \_\_\_\_\_ Spouse Tel No (W): \_\_\_\_\_

(H): \_\_\_\_\_ (H): \_\_\_\_\_

(Cell): \_\_\_\_\_ (Cell): \_\_\_\_\_

How long at present address: \_\_\_\_\_ Current rental: R \_\_\_\_\_

Landlord's name: \_\_\_\_\_

Tel No (W): \_\_\_\_\_ (H): \_\_\_\_\_

(Cell): \_\_\_\_\_

**Employment Details (Applicant)**

**Spouse:**

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Tel No: \_\_\_\_\_ Tel No: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact person: \_\_\_\_\_

Occupation: \_\_\_\_\_ Occupation: \_\_\_\_\_

Income: \_\_\_\_\_ Income: \_\_\_\_\_

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**Banking details:**

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account No: \_\_\_\_\_ Account Type: \_\_\_\_\_

**Personal Refererences:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Tel No (W): \_\_\_\_\_ Tel No (W): \_\_\_\_\_

(H): \_\_\_\_\_ (H): \_\_\_\_\_

(Cell): \_\_\_\_\_ (Cell): \_\_\_\_\_

**Next of Kin not residing with Applicant:**

Name: \_\_\_\_\_

Tel No (W): \_\_\_\_\_ (H): \_\_\_\_\_

(Cell): \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

**“THE APPLICANT HEREBY GIVES THE LANDLORD AN IRREVOCABLE  
AUTHORITY TO APPROACH ANY CREDIT BUREAU, BANK OR SIMILAR BUSINESS  
INSTITUTION IN ORDER TO OBTAIN ANY CREDIT REFERENCE OR ANY  
INFORMATION OF A SIMILAR NATURE RELATING TO THE BUSINESS AFFAIRS OF  
THE APPLICANT.”**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ACCEPTED AND SIGNED BY LANDLORD

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES**

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