

APPLICATION FORM

DEVELOPMENT:

Please ensure the required information is provided as well as the supporting documentation as noted below:

- Identity Document ID / Birth Certificates for all occupants Marriage / Divorce Certificate
- Current payslip R200 Non-refundable Application Fee 3 Months Bank Statements
- Confirmation of Employment Letter

For self-employed applicants, the following documents are required:

- 6 Months Bank Statements Registration documents Tax Clearance Certificate

PERSONAL DETAILS

APPLICANT

SPOUSE / PARTNER

Surname:		
Full Names:		
Nationality:		
I.D. Number:		
Physical Address:		
City:		
Postal Code:		
Telephone (H):		
Cell No:		
Email Address / Fax No:		
Car Registration No:		

EMPLOYMENT DETAILS

Name of Employer:		
Employers Address:		
City:		
Manager/HR Officer:		
Telephone (W):		
Occupation:		
Monthly Income:		
Length of Service:		

HOUSEHOLD SIZE AND COMPOSITION

Number of persons to occupy flat:

Name(s) of occupiers other than applicant:

<u>NAME</u>	<u>ID NUMBER</u>	<u>RELATIONSHIP</u>
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CURRENT HOUSING SITUATION (PLEASE SUPPLY REFERENCE)

- Home Owner: Bond Holder..... Tel :..... R:
- Living with family: Name next of Kin Tel :..... R:
- Rental Property: Landlord Tel :..... R:

Length of stay at this address:.....

MARITAL STATUS

- Married I.C.P. Married A.N.C. Single Divorced

BANKING DETAILS

Bank : Branch :

Account Number :

PERSONAL REFERENCE / NAME AND ADDRESS OF NEXT OF KIN (NOT LIVING WITH YOU)

Name: Tel :

Address :

RENTAL OPTIONS PREFERRED

Flats

- Bachelor 1 Bedroom 2 Bedroom 3 Bedroom Penthouse

Cluster House

- 2 Bedroom 3 Bedroom

Desired Occupation Date :

MARKETING INFORMATION

Where did you hear about us?

- Word of Mouth Newspaper Gumtree Website

REFERRED BY: Name..... Contact details.....



CONSENT CLAUSE

The applicant hereby consents that, and authorises the landlord or agent to, at all times:-

- a) contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant;
- b) furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the tenant's dealings with the landlord.

Signed at on this day of

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APPLICANT

CONDITIONS TO APPLICATION

1. No animals allowed.
2. **Electricity and water are NOT included in the rental – most developments have pre-paid electricity meters installed. Water charges are calculated based on individual consumption.**
3. An administration fee of R150.00 is required on signature of the lease agreement.
4. Relevant deposits are required.
5. Your deposit will be held in an interest bearing account.
6. Additional gate remote controls available at a cost of R150.00.
7. All monies are payable on approval of the lease agreement.
8. Rental is due in advance on or before the 1st working day of each month and interest is payable on late payments.
9. **Debit order instructions are mandatory.**
10. An inspection will be carried out with a company official on occupation and any snags thereafter must be submitted in writing to the office within 7 days.
11. On vacation carpets will be steam cleaned and the whole unit repainted. These costs and any claims for damages and rental due will be deducted from the deposit held.
12. The Lessor has the right to give notice of cancellation of the lease should clauses and conditions as stated in the tenant handbook not be upheld.
13. Number of occupants is limited to two persons per bedroom.
14. Reasonable access to be given to prospective tenants during notice month.
15. If a unit is not occupied within three months from the date of the initial application, a new application is to be submitted and the non-refundable application fee of R200 paid again.
16. **Please note that completing and signing this application to rent does not certify that you will be given occupation of the specified property.**

DECLARATION

I declare that I have read this form carefully and that all the details are true and correct. I understand that if I knowingly provide incorrect information my application will be rejected.

Furthermore, I hereby consent to Own Haven Housing Association obtaining any information from the necessary credit bureaus, persons provided as references, employers, previous landlords, deeds registries and any other persons which it deems necessary in order to consider this application.

APPLICANT:

Place : Date :

Signature :

SPOUSE / PARTNER:

Place : Date :

Signature :