



RENTAL APPLICATION FORM (NEW LEASE)

PRIVATE AND CONFIDENTIAL

(PLEASE PRINT IN CAPITAL LETTERS)

FOR OFFICE USE

Owners name					Owner e-mail				
Service Required:	<i>Guaranteed Rental Collection</i>				or	<i>Rental Collection Service</i>			
Property address							Property code		
							Monthly rental		
Start date of lease					End date of lease				

TO BE COMPLETED BY APPLICANT TENANT

Full name of first applicant										Title	
Marital status	Single	Married in community	Married out of community	Accrual	Divorced	Widowed					
Date of birth	ID / Passport no										SA citizen
Present address											
Area code & tel no		Cell no		E-mail							
Present landlord/agent				Area code & tel no		Period					
If less than 1 year, previous landlord/agent				Area code & tel no							
Present employer							Occupation				
Business address											
Period of employment		Area code & tel no		Fax no							
Monthly income (required in terms of the Rent Act)				Preferred mode of contact							
Car reg.no		Is it on lease/HP?	Yes	No	N/A	With whom?					
Nearest relative in SA						Relationship					
Address											
				Area code & tel no							
Trade reference (1)				Account no							
Trade reference (2)				Account no							

TO BE COMPLETED BY SECOND APPLICANT TENANT

Second applicant to be completed when 2 applicants are renting the property or if monthly rental amount is more than 33% of the first applicant's monthly income.

Second applicant's full name										Title	
Date of birth	ID/Passport no										
Present employer							Occupation				
Business address											
Period of employment		Area code & tel no		Fax no							
Monthly income	R	Cell		E-mail							
No of occupants		Specify									

DETAILS OF BANK ACCOUNT FOR DEBIT ORDER

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

Account name				Bank			
Branch				Branch code			
Type of account				Account number			

Applicant's monthly income	1st Applicant	2nd Applicant (if applicable)
Salary		
Commission		
Maintenance		
Other		
Total monthly income		
Value of movable assets		

Expenses	1st Applicant	2nd Applicant (if applicable)
Taxation / UIF / PAYE		
Medical Aid / Doctor & chemist		
Rent		
Bond payment		
Loan repayments / Hire purchase installments		
Motor finance		
Credit card accounts		
Insurance & assurance premiums / Investments		
Transport		
Education		
Groceries		
Clothing		
Entertainment		
Maintenance		
Water, electricity, rates & taxes		
Telephone		
Cellular telephone		
Domestic/gardener		
Security system		
TV rental/M-Net/DSTV		
Other specify		
Total expenditure		

I hereby declare that the details furnished herein by myself on this Rental Application Form are to the best of my knowledge and belief true and correct. If my application is approved, I accept full responsibility for payment of the rental in advance on the 1st day of each month.

I hereby confirm that I have personally inspected the premises applied for. I accept that in the event of my failure to assume tenancy of this application, I shall forfeit to The Letting Agent an amount equal to one month's rental and all costs incurred in finalizing the application, including the cost of a written agreement of lease having been prepared pursuant to my signing this application. No agreement of lease shall be deemed to exist between the landlord and the tenant until the lease has been duly signed by or on behalf of the landlord.

Date _____ Signature of first applicant _____

Date _____ Signature of second applicant _____

Please attach these Documents:	Copy of ID / Passport (and residency permit if not from RSA)
	Copy of 3 RECENT salary slips (or letter from Employer)
	Copy of 3 RECENT Bank statements