



# 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>			<b>or</b>	<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		
No of occupants						Specify		
Car reg.no			Is car 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	
<b>Applicant's monthly income</b>	<b>1<sup>st</sup> Applicant</b>	<b>2<sup>nd</sup> Applicant (if applicable)</b>	
Salary			
Commission			
Maintenance			
Other			
Total monthly income			
<b>Value of movable assets</b>			

<b>Expenses</b>	<b>1<sup>st</sup> Applicant</b>	<b>2<sup>nd</sup> Applicant (if applicable)</b>
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		

CONSENT CLAUSE

The tenant hereby consents that, and authorizes the landlord 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.

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 1<sup>st</sup> 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 \_\_\_\_\_

<b>Please attach these Documents:</b>	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
	If SELF EMPLOYED latest financials OR a letter from your auditor