



## HATFIELD RESIDENTIAL LEASE APPLICATION FORM

OFFICE USE

APP ID:

Tenant code:				
Case number:				
Q number:				
Deal maker:				
Property name:				
Property code:		Bach	1 Bed	
Unit number:		1.5 Bed	2 Bed	
Rental:		2.5 Bed	3 Bed	
Statement:	E-mail	Post	Hand	3.5 Bed 4 Bed

Status: New  Existing  New existing  Trf credit: Yes  No

If existing: Unit change  Renewal

If new existing: Building transfer  Additional unit

Lease fee: Standard  Upgrade  Downgrade  Other

Credit Control: Bursary Student  Building Manager  15th payer

Lease start date: ..... Lease term: .....

Tenant type: Natural  Juristic  BO: Yes  No

Deposit arrangement: Yes  No  Surety: Yes  No

Number of months: 1  2

Notes: .....

### A. APPLICANT/S DETAILS

#### Applicant 1:

Title: .....

Surname: .....

Initials: .....

Full names: .....

Gender: Male  Female

ID Type: SA ID  Passport  Permit

ID/Passport number: .....

Country of issue: .....

Date of birth: .....

SA citizen: Yes  No

If not, permit number: .....

Permit expiry date: ..... DD/MM/YY

Passport and Visa expiry date: ..... DD/MM/YY

Country of permanent residence: .....

Telephone number: .....

Mobile phone: .....

Email address: .....

Residential address: .....

..... Code: .....

How long have you lived here: .....years.....months

Postal address: .....

..... Code: .....

#### Applicant 2:

Title: .....

Surname: .....

Initials: .....

Full names: .....

Gender: Male  Female

ID Type: SA ID  Passport  Permit

ID/Passport number: .....

Country of issue: .....

Date of birth: .....

SA citizen: Yes  No

If not, permit number: .....

Permit expiry date: ..... DD/MM/YY

Passport and Visa expiry date: ..... DD/MM/YY

Country of permanent residence: .....

Telephone number: .....

Mobile phone: .....

Email address: .....

Residential address: .....

..... Code: .....

How long have you lived here: .....years.....months

Postal address: .....

..... Code: .....

Complete if applicant: Company  CC  Trust  NPO  Sole Proprietor  Other

Entity name: ..... Registration number:.....

Trading as: ..... VAT number: .....

## B. APPLICANT/S INCOME

### Applicant 1:

Employment status: Student/Bursary  Pensioner  Beneficiary   
Self-employed  Employed

Monthly gross salary: .....

Monthly net take home pay: .....

Pay day: .....

Occupation: .....

Employer name: .....

Employer address: .....

..... Code: .....

Employer/supervisor/HR telephone number: .....

Employed since: ..... DD/MM/YY

Do you earn any other monthly income: Yes  No

Source: .....

Specify monthly income amount: .....

Home language: .....

Communication channel: Phone  SMS  Email  Post

Do you have a post matric qualification: Yes  No

If yes, please confirm level: Certificate  Diploma  Bachelor   
Honours  Masters  Doctors

How did you hear about us: Website  Internet  Facebook

Twitter  Promotions  Referral  Pamphlets  Billboards

Newspaper  Show unit  Current tenant  Returning tenant

Other  .....

### Applicant 2:

Employment status: Student/Bursary  Pensioner  Beneficiary   
Self-employed  Employed

Monthly gross salary: .....

Monthly net take home pay: .....

Pay day: .....

Occupation: .....

Employer name: .....

Employer address: .....

..... Code: .....

Employer/supervisor/HR telephone number: .....

Employed since: ..... DD/MM/YY

Do you earn any other monthly income: Yes  No

Source: .....

Specify monthly income amount: .....

Home language: .....

Communication channel: Phone  SMS  Email  Post

Do you have a post matric qualification: Yes  No

If yes, please confirm level: Certificate  Diploma  Bachelor   
Honours  Masters  Doctors

How did you hear about us: Website  Internet  Facebook

Twitter  Promotions  Referral  Pamphlets  Billboards

Newspaper  Show unit  Current tenant  Returning tenant

Other  .....

## C. APPLICANT/S BANK ACCOUNT DETAILS

### Applicant 1:

Type of account: Current  Transmission  Savings   
Cheque  Other

Name of the account holder: .....

Account number: .....

Bank: .....

Branch: .....

Branch code: .....

### Applicant 2:

Type of account: Current  Transmission  Savings   
Cheque  Other

Name of the account holder: .....

Account number: .....

Bank: .....

Branch: .....

Branch code: .....

## D. APPLICANT/S SURETY DETAILS

### Applicant 1:

Full/Registered names: .....  
ID/Registration number: .....  
Telephone number: .....  
Mobile phone: .....  
Email address: .....  
Residential address: .....  
..... Code: .....

### Applicant 2:

Full/Registered names: .....  
ID/Registration number: .....  
Telephone number: .....  
Mobile phone: .....  
Email address: .....  
Residential address: .....  
..... Code: .....

## E. APPLICANT/S NEXT OF KIN DETAILS (Not to be an occupant)

### Applicant 1:

Full names: .....  
Contact number: .....  
Relationship to applicant: .....

### Applicant 2:

Full names: .....  
Contact number: .....  
Relationship to applicant: .....

## F. APPLICANT/S OCCUPANTS (Not to be next of kin)

	OCCUPANT 1	OCCUPANT 2	OCCUPANT 3	OCCUPANT 4
NAME				
SURNAME				
ID NUMBER				
TELEPHONE NUMBER				
STUDENT (YES/NO) <small>Please complete below if YES</small>				
HOMETOWN				
INSTITUTION OF STUDY				
STUDY COURSE				
YEAR OF STUDY				
STUDENT NUMBER				
GENDER				

## G. TERMS AND CONDITIONS

1. I/We the undersigned (hereinafter referred to as 'the tenant'), hereby warrant that the information contained in this application is true and correct.
2. In the event that the person(s) signing below is/are signing in a representative capacity he/she warrants that he/she is duly authorised to act herein for and on behalf the tenant. In the event that he/she not being so authorised, or in the event that the information relating to the tenant not being correct, the signatory hereto agrees that he/she shall be personally liable in all respects as though he/she is the tenant.
3. The tenant agrees to pay a non-refundable administration fee in the event of this application being accepted by the landlord.
4. The tenant acknowledges and agrees that the landlord or its agent may perform a credit search on the tenant, sureties, members and directors with one or more of the registered credit bureaux when assessing this application and to transmit details to a registered credit bureaux of how the tenant has from time to time performed on the account in meeting the obligations in terms of the lease.
5. The personal information given in this lease application form will be used by us for the purpose of approaching you to promote or offer to supply goods or services, including promotional campaigns, offers or loyalty programmes which may be of interest to you, or for which you may qualify.
6. Should the Tenant at any time, after approval by the Landlord of an Application, wish to amend an Application in any manner and for any reason what so ever, the Tenant will be charged an additional Lease Fee (over and above the standard Lease Fee) of R450.00 (Four Hundred and Fifty Rand) inclusive of VAT.

Signature of Applicant 1: .....

Date: .....

Signature of Applicant 2: .....

Date: .....

**OFFICE USE (Manual Checks)**

**Applicant 1:**

Employment confirmed: Confirmed  To be confirmed   
For review

Contact person and position: .....

Contact number: .....

Notes: .....

Next of kin confirmed: Yes  No

Notes: .....

Bank details verified: Confirmed  To be confirmed   
For review

Notes: .....

Credit Check (Internal): Applicant  Occupant

Notes: .....

Details confirmed by: .....

**Applicant 2:**

Employment confirmed: Confirmed  To be confirmed   
For review

Contact person and position: .....

Contact number: .....

Notes: .....

Next of kin confirmed: Yes  No

Notes: .....

Bank details verified: Confirmed  To be confirmed   
For review

Notes: .....

Credit Check (Internal): Applicant  Occupant

Notes: .....

Details confirmed by: .....