



HATFIELD RESIDENTIAL LEASE APPLICATION FORM - BURSARY

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

Lease start date: Lease term:

Tenant type: Natural Furnished unit: Yes No Surety: Yes No Sharing: Yes No Bed Room

Notes:

A. APPLICANT DETAILS

Applicant 1:

Title: Surname:

Initials: First name(s):

Gender: Male Female Date of birth: DD/MM/YYID Type: SA ID Passport Permit ID/Passport number: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: Cellphone number:

Email address:

Postal address:

..... Code:

B. APPLICANT INCOME

Applicant 1:

Employment status: Student/Bursary Monthly accommodation allowance:

Bursary name: Bursary contact number:

Communication channel: Phone SMS Email Home language:

How did you hear about us:

How did you hear about us: Website Returning tenant Current tenant Promotions Pamphlets Billboards Newspaper Show unit Referral Social media Google Other Would you like to receive marketing/promotional communication from us: Yes No

Please note that an incomplete form will not be processed.

City Property Administration (Pty) Ltd. Reg. No. 1968/010808/07

C. APPLICANT BANK ACCOUNT DETAILS

Applicant 1:

Type of account: Current Transmission Savings Cheque Other

Name of the account holder: Account number:

Bank: Branch:

Branch code:

D. APPLICANT SURETY DETAILS (Only if applicable)

Applicant 1:

Full/Registered names:

ID/Registration number: Contact number:

Email address:

Residential address:

..... Code:

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

Applicant 1:

Full names:

Contact number: Relationship to applicant:

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

NAME	
SURNAME	
ID NUMBER	
CELLPHONE NUMBER	
E-MAIL ADDRESS	
STUDENT (YES/NO) <small>Please complete below if YES</small>	
HOMETOWN	
INSTITUTION OF STUDY	
STUDY COURSE	
YEAR OF STUDY <small>(1st, 2nd or 3rd)</small>	
STUDENT NUMBER	
GENDER	

G. SUPPORTING DOCUMENTS

Please attach clear copies of the documents listed below to facilitate the speedy processing of your application. Kindly note that the Leasing Agent might request additional documentation depending on the type of lease.

Student (Bursary/Trust)

Identity document
 Proof of residence of the lessee
 Source of funding (Bursary/Trust confirmation)
 Bank Confirmation

Non Citizen Student (Bursary/Trust)

Passport (Non Citizen)
 Visa Permit (Non Citizen)
 Valid Study Permit (Non Citizen)
 Proof of residence of lessee
 Source of Funding (Bursary/Trust confirmation)
 Bank Confirmation

**Surety Requirement

Identity document
 Proof of residence of the surety
 Source of Income/Payslip
 Signed Deed of Surety
 3 months bank statement

**A surety is an assurance of one party's debts to another. A surety is an entity or an individual who assumes the duty of paying the debt in the event that a debtor fails or is not able to make the payments.

H. TERMS AND CONDITIONS

1. I/We the undersigned (hereinafter referred to as 'the Applicant'), 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 Applicant. In the event that he/she not being so authorised, or in the event that the information relating to the Applicant not being correct, the signatory hereto agrees that he/she shall be personally liable in all respects as though he/she is the Applicant.
3. The Applicant agrees to pay a non-refundable administration fee in the event of this application being accepted by the landlord.
4. The Applicant acknowledges and agrees that the landlord or its agent may perform a credit search on the Applicant, 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 Applicant 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 unless you have elected to opt-out.
6. Should the Applicant 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 Applicant will be charged an additional Lease Fee (over and above the standard Lease Fee) of R600.00 (Six Hundred Rand) inclusive of VAT.

Signature of Applicant 1:

Date:

OFFICE USE (Manual Checks)

Applicant 1:

Bursary 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: