



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:

Date of birth: DD/MM/YY

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:

Postal address:

..... Code:

Complete if applicant: Company CC Trust NPO Sole Proprietor Other

Entity name:

Trading as:

Applicant 2:

Title:

Surname:

Initials:

Full names:

Gender: Male Female

ID Type: SA ID Passport Permit

ID/Passport number:

Date of birth: DD/MM/YY

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:

Postal address:

..... Code:

Registration number:

VAT number:

B. APPLICANT/S INCOME

Applicant 1:

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

Monthly net take home pay:

Occupation:

Employer name:

Employer/supervisor/HR telephone number:

Do you earn any other monthly income: Yes No

Source:

Specify monthly income amount:

Home language:

Communication channel: Phone SMS Email

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 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

Applicant 2:

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

Monthly net take home pay:

Occupation:

Employer name:

Employer/supervisor/HR telephone number:

Do you earn any other monthly income: Yes No

Source:

Specify monthly income amount:

Home language:

Communication channel: Phone SMS Email

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 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

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:

Contact number:

Email address:

Residential address:

..... Code:

Applicant 2:

Full/Registered names:

ID/Registration number:

Contact number:

Email address:

Residential address:

..... Code:

Please note that an incomplete form will not be processed.

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

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				
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.

South African Citizen (Employed/Newly Employed/Self Employed)

- Identity document/passport
- Proof of residence of the lessee
- Source of Income/Payslip
- 3 months bank statement (6 months for Self Employed)
- Occupants Identity documents
- Power of attorney - if applicable
- *Newly Employed: Letter of Employment, Stipulated Salary

Non Citizen (Regular/Self Employed)

- Passport
- Visa Permit
- Valid Work Permit
- Proof of residence of the lessee
- Source of Income/Payslip
- 3 months bank statement (6 months for Self Employed)
- Occupants Identity documents
- Power of attorney - if applicable

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- Company Registration document
- 1 Directors Identity document
- 1 Directors proof of residence
- Business 6 months bank statements
- Occupants Identity documents
- Power of attorney - if applicable
- **Multiple Directors Only: Resolution letter from other directors
- **Surety Requirement needed

****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.

Please note that an incomplete form will not be processed.

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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:

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: