

Application for tenancy



Property details

Address of Premises

Furnished

☐

Yes

☐

No

Rent per month

R

Commencement date

Tenancy term

years

Number of adults

Number of children

Pets (specify breed & age)

Personal details

Full name

ID/Passport number

E-mail address

Home phone number

Mobile number

Next of kin

Phone #

Employment details

Occupation (Job title)

Net income/month

R

Employer's name

Contact name

Period of employment

Employer's address

Employer's phone #

Rental history

Current address

Period of occupancy

Rent per month

Current Broker/Landlord

Phone #

E-mail

Additional information

Insert additional requests or information for the attention of the owner – these MAY be included in the Tenancy Agreement

Applicant's initial

Deposits

The non-refundable reservation fee of **R1,500-00 (one thousand five hundred Rand only)** payable upon application to lease, is subject to the following conditions:

NOTE: Payment of this holding deposit does not constitute an acceptance of the Application by the owner of the property or his Broker, or the granting of tenancy (This sum is in favour of this Application only for the agreed reservation period)

1. Once a Tenancy Agreement has been concluded, the pre-paid Reservation Fee will be offset against the Tenancy Deposit referred to above. Should the applicant decline to finalise the Agreement, then the owner may retain this entire fee.
2. A Deposit equivalent to **one month's rent** on *unfurnished* rentals is required in cleared funds upon signature of the Tenancy Agreement and is held by the Broker until termination of the tenancy. The deposit will be refunded to you only when written authority is received from the Landlord to release the amount.
3. A Deposit equivalent to **two month's rent** on *fully furnished* rentals is required on the same terms as Clause 2 above
4. **Note: If the property is on a 'let only' basis this deposit is held by the Landlord who will administer the tenancy.**
5. Any deductions from the deposit would be on behalf of the Landlord. The Tenancy Agreement entered into is between the Landlord and the Tenant and, therefore, the Tenant cannot hold the Broker liable for any deductions made from the deposit which may be in dispute.

Administration Fees and Conditions

1. An Administration fee of R500-00 (Five Hundred Rand) per applicant is payable when entering into a **Personal** Tenancy Agreement in respect of any property.
2. **Company or Corporate** applicants will pay an Administration fee of R1,000-00 (One thousand Rand).
3. An Administration fee of R150 (One Hundred and Fifty Rand) will be charged for each letter sent by **SAKSTONS** regarding late or non-payment of rent or administration charges.
4. For Tenancies on a 'Let Only' basis, rental or fees deposited into the Brokers' bank account instead of the indicated bank account, will incur an administration fee of R250 (two hundred and fifty Rand) to cover bank charges, which will be payable by the Tenant via deduction from the rent total.
5. Any payments, fees or charges that remain out-standing at the end of the tenancy will be deducted from the deposit.
6. Any Tenant applying for early termination of tenancy which has been agreed to by the Landlord will be responsible for the payment of all outstanding commissions due to the Landlord for the remainder of the tenancy, contained in the Tenancy Agreement.

The tenant acknowledges that the information above is true and correct, and that this is a pre-condition of the owner entering into the Residential Tenancy Agreement, that he/she is not bankrupt or insolvent, that the property has been inspected and will be leased in its current condition unless advised otherwise in writing within a period of seven calendar days from the date of occupancy

Note that the Broker does not accept cash payment of any kind. Applications will be subject to an ITC check. Successful applicants will be asked to complete an ITC disclosure form.

Note: All charges levied by the Broker are subject to the addition of VAT at the prevailing rate.

Disclaimer

If entering into a Residential Tenancy, and application acceptance is conditional upon the Landlord carrying out repairs or other work, please specify:

Privacy Policy

The Broker will take up references based on the details that have been provided by the prospective Tenant. These references may be passed to our client to facilitate the taking of a decision on granting a tenancy. The prospective Tenant is entirely responsible for any administration charges levied by his/her/their own bank in relation to obtaining a reference. The personal information provided by the prospective Tenant provided in this application or collected from other sources is necessary for the Broker to verify the Applicant's identity, to process and evaluate the Application, and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected, to the Landlord, other Brokers and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Broker and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that Agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other Brokers. If the correct information is not provided by the Applicant, the Broker may not be able to process the application and manage the tenancy.

Notice to prospective tenants

The availability of telephone lines, internet services, analogue, digital or cable television – and the adequacy of such services – are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

The Tenant is responsible for insuring personal property for the duration of the tenancy.

The Tenant is responsible for the payment of telephone, domestic effluence, water and electricity accounts for the property for the duration of the tenancy.

The Tenant is responsible for notifying relevant companies and local authority entities of occupation and departure dates.

The Tenant is responsible for his/her/their own television licence for the duration of the tenancy.

Applicant's signature

x

Landlord/Broker's signature

x

Date / /

Rental Payments

The first rental instalment and required deposit shall be paid in cleared funds to the Broker upon signature of Tenancy Agreement. Thereafter, rent is payable by standing order (unless agreed otherwise) to arrive on the due date as stated in the Tenancy Agreement. **The standing order should therefore ensure that the funds leave the Tenant's bank account three (3) working days before the rent is due.**

Should payments be required to be paid on a different date, an arrangement must be in place in writing prior to the signing of the Tenancy Agreement. The additional payment for the period until the new payment date must also be paid in advance.

Management of the Property

Tenants will be informed at the commencement of their agreement whether the **Broker** or the **Landlord** is responsible for managing the property occupied.

- Should the Broker NOT be the managing entity, authorisation for repairs or maintenance, or the speed at which repairs will be carried out, cannot be guaranteed by the Broker.
- Should the Broker be the managing entity, the consent of the Landlord may have to be obtained in order to proceed with a repair or undertake maintenance.
- When the Broker undertakes management of the property, and is in possession of keys to access the property, access can usually be provided to contractors with your permission.
- When the Broker is not in possession of a set of keys to access the property, and the contractor is unable to collect access keys from the tenant, the tenant is responsible for providing access.

Occupation 'Check-in' and Departure 'Check-out'

The Broker is instructed by the Landlord on arrangements for the inventory and arrival check-in. Unless agreed otherwise, the Landlord will be responsible for the cost of the inventory and arrival check-in, and the Tenant will be liable for the cost of the departure check-out, including any missed appointments. To avoid the possibility of disputes, please ensure you are available for these two procedures.

Renewal of Tenancy

The Broker should be advised 60 (sixty) days prior to the lease expiry date if the Tenant wishes to extend his/her/their tenancy.



Document check list

Please provide the following documents when submitting this Application for Tenancy:

- ☐ SA ID or PASSPORT identification
- ☐ Latest three month bank statements
- ☐ Latest three pay slips
- ☐ Recent proof of current address

All documents are to be in PDF format, be clean and clear, and easily legible.

Submitting the Application for Tenancy

Upon completion in full, the Application for Tenancy, together with all required supporting documentation, should be submitted

In person

Sakstons Property Management
Sunninghill Village Shopping Centre
Shop UB4G
97nEdison Crescent
Cnr Maxwell Drive
Sunninghill

By fax

+27 (0) 86 694 7686

By email

info@sakstons.co.za

OR to the Broker's nominated current address

Declaration and execution: By signing this application, I/We: consent to Sakstons Property Management arranging for the connection and disconnection of the nominated utility services; the providing of information contained in this application to utility providers for this purpose; acknowledge having been provided with the Terms and Conditions of this Agreement and having read and understood them together with the Privacy Policy set out above; declare that the information contained in this application is true and correct and given of my/our own free will; understand that Sakstons Property Management will ensure all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification of disclosure and any other misuse; authorise the obtaining of an ITC check for the purpose of establishing my/our credibility as prospective Tenants; undertake to be solely responsible for the amounts payable in relation to the connections and/or supply of the Services and utilities and hereby indemnify Sakstons Property Management and its officers, servants and Brokers, and hold them indemnified against any charges whatsoever in respect of the utility services

Applicant's signature

x

Date

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