



RESIDENTIAL LEASE APPLICATION FORM

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012-319-8885

OFFICE USE

APP ID:

Tenant code:					
Case number:					
Q number:					
Deal maker:	SISAYA				
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:

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)

NAME AND SURNAME	ID/PASSPORT NUMBER	TEL NUMBER	STUDENT (YES/NO)	STUDENT NUMBER

G. 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 R530.00 (Five Hundred and Thirty 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: