

# TENANT APPLICATION FORM PRIVATE & CONFIDENTIAL

only rentals

COMPLETION OF THIS FORM DOES NOT GUARANTEE THAT  
YOU WILL BE ACCEPTED AS A TENANT

FOCUSED ON LETTING FOCUSED ON YOU

**PLEASE SEND A CERTIFIED COPY OF YOUR ID/PASSPORT, PROOF OF INCOME (latest 3 payslips or Employment Contract) AND 3 MONTH'S BANK STATEMENTS FOR ALL APPLICANTS APPLYING FOR RENTAL.**

Please note if married COP, please note that both spouses need to sign this form and provide the relevant documentation.

## 1. FIRST APPLICANT:

**PERSONAL DETAILS:** Full Names (Dr/Mr/Ms/Miss): \_\_\_\_\_

Identity No: \_\_\_\_\_ SA Citizen YES / NO (Resident Permit No: \_\_\_\_\_ Exp Date: \_\_\_\_\_)

Car Reg No: \_\_\_\_\_ Year: \_\_\_\_\_ Make & Model: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

Cell No: \_\_\_\_\_ Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Married: YES / NO If YES: C.O.P. / A.N.C. / OTHER

**PREVIOUS RESEDENTIAL DETAILS:** Name of Present Landlord / Rental Agent: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_ Current Rental Amount: R \_\_\_\_\_

**DETAILS OF PETS:** Do you have Pets: YES / NO If YES, number of Pets: \_\_\_\_\_

Pet One: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

Pet Two: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

Pet Three: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

Pet Four: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

**ALTERNATIVE CONTACT DETAILS:** Name & Address of a Relative Not Living at the same address: \_\_\_\_\_  
\_\_\_\_\_

Relationship: \_\_\_\_\_ Cell No: \_\_\_\_\_ Tel No: \_\_\_\_\_

Work No: \_\_\_\_\_ Email: \_\_\_\_\_

**EMPLOYMENT DETAILS:** Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_ Start Date of Employment: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

H.R. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Income: R \_\_\_\_\_ Monthly Expenses: R \_\_\_\_\_

Type of Employment: **PERMANENT / CONTRACT** If under contract, please state your contract period: \_\_\_\_\_

Are you, or have you ever been declared, insolvent? YES / NO If yes, when \_\_\_\_\_ Do you have a criminal record? YES / NO

Bank Account Details where your salary is paid into – Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_ Branch Code: \_\_\_\_\_

**2. SECOND APPLICANT:**

**PERSONAL DETAILS:** Full Names (Dr/Mr/Ms/Miss): \_\_\_\_\_

Identity No: \_\_\_\_\_ SA Citizen YES / NO (Resident Permit No: \_\_\_\_\_ Exp Date: \_\_\_\_\_)

Car Reg No: \_\_\_\_\_ Year: \_\_\_\_\_ Make & Model: \_\_\_\_\_

Present Address: \_\_\_\_\_

Cell No: \_\_\_\_\_ Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Married: **YES / NO** If YES: **C.O.P. / A.N.C. / OTHER**

**PREVIOUS RESEDENTIAL DETAILS:** Name of Present Landlord / Rental Agent: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_ Current Rental Amount: R \_\_\_\_\_

**DETAILS OF PETS:** Do you have Pets: **YES / NO** If **YES**, number of Pets: \_\_\_\_\_

Pet One: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

Pet Two: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

Pet Three: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

Pet Four: Breed: \_\_\_\_\_ Size (in cm) \_\_\_\_\_ Age: \_\_\_\_\_

**ALTERNATIVE CONTACT DETAILS:** Name & Address of a Relative Not Living at the same address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Cell No: \_\_\_\_\_ Tel No: \_\_\_\_\_

Work No: \_\_\_\_\_ Email: \_\_\_\_\_

**EMPLOYMENT DETAILS:** Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Designation: \_\_\_\_\_ Start Date of Employment: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

H.R. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Monthly Income: R \_\_\_\_\_ Monthly Expenses: R \_\_\_\_\_

Type of Employment: **PERMANENT / CONTRACT** If under contract, please state your contract period: \_\_\_\_\_

Are you, or have you ever been declared, insolvent? **YES / NO** If yes, when \_\_\_\_\_ Do you have a criminal record? **YES / NO**

Bank Account Details where your salary is paid into – Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_ Branch Code: \_\_\_\_\_

**3. RENTAL PARTICULARS**

Unit Applied for: \_\_\_\_\_

Number of Persons to Occupy the Premises - Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Occupation Date: \_\_\_\_\_ Lease Period: \_\_\_\_\_

Pro rate Rental (If applicable): R \_\_\_\_\_ Lease Fee: R \_\_\_\_\_

Monthly Rental: R \_\_\_\_\_

Damage Deposit: R \_\_\_\_\_ Utility Deposit: R \_\_\_\_\_

I/We herby confirm that I/we have personally inspected the interior of the premises applied for. I/We declare that the above information is correct. All maintenance and repairs are subject to the owner's final approval. If the application is successful, I/we agree to sign Only Rentals standard lease agreement and pay in the required lease agreement fee. I/we shall be bound by all terms and conditions of the lease agreement. No agreement of lease shall be deemed to exist between the Landlord and myself until the lease has been signed by, or on behalf of, the Landlord.

I/We hereby authorize the Landlord or Agent to:-

- a) Contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of my behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness;
- b) Furnish information concerning my behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding my dealings with the Landlord.

Signature: Applicant 1: \_\_\_\_\_ Applicant 2: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ENSURE THE BELOW REQUIREMENTS HAVE BEEN SUBMITTED FOR YOUR APPLICATION TO BE PROCESSED (PLEASE TICK)**

ID DOCUMENT OR PASSPORT	
3 MONTH'S BANK STATEMENTS (REFLECTING YOUR SALARY)	
3 MOST RECENT PAYSLIPS	
SIGNED COPY OF THE BODY COPORATE RULES (IF APPLICABLE)	
PROOF OF PAYMENT FOR THE APPLICATION FEE	
PHOTOS OF PETS (IF APPLICABLE)	

**OFFICE USE ONLY**

Application Submitted By: \_\_\_\_\_ (AGENT NAME)

Date: \_\_\_\_\_ Time: \_\_\_\_\_