

**TENANT APPLICATION FORM**

The Applicant hereby consents to and authorizes the Landlord's investigation into the credit worthiness of the Applicant. Such consent and authorization is given with respect to any and all persons who may conduct an investigation of the Applicant's credit worthiness on behalf of the Landlord, including independent contractors and credit agencies retained by Landlord for such purpose.

The Applicant grants such consent and authorization to the Landlord for the period commencing as at the date of this application and terminating at the date set for the termination of the proposed lease. The Applicant acknowledges that the Landlord may conduct a credit investigation of the Applicant at any time from the date hereof up to the termination date.

The Applicant hereby waives any and all claims, past, present or future, which the Applicant may have against the Landlord by reason of any credit investigation made pursuant to the Applicant's consent and authorization herein given to the Landlord.

PREMISES PROPOSING TO LEASE	
PROPOSED RENTAL	
PROPOSED OCCUPATION DATE	
PROPOSED TERM (MONTHS/YEARS)	

<b>PERSONAL DETAILS OF</b>	<b>APPLICANT</b>	<b>CO-APPLICANT / SPOUSE</b>
SURNAME / COMPANY NAME		
FIRST NAME/S		
TRADE NAME OF BUSINESS		
DATE OF BIRTH		
ID NO. / REGISTRATION NO.		
HOME PHONE NO.		
WORK PHONE NO.		
CELL PHONE NO.		
EMAIL ADDRESS		
MARITAL STATUS		
POSTAL ADDRESS		
EMPLOYERS/BUSINESSS NAME		

<b>BANK REFERENCE</b>		
NAME OF BANK		
ACCOUNT NUMBER		
BRANCH CODE		
ACCOUNT TYPE		
ACCOUNT NAME		
<b>BANK REFERENCE</b>		
NAME OF BANK		
ACCOUNT NUMBER		
BRANCH CODE		
ACCOUNT TYPE		
ACCOUNT NAME		

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PERSONAL DETAILS OF	APPLICANT	CO-APPLICANT / SPOUSE
PREVIOUS LANDLORD NAME		
CONTACT NUMBER		
ADDRESS		
EMAIL ADDRESS		
YEARS AT ADDRESS		

<b>TRADE REFERENCES NAME</b>		
ACCOUNT NUMBER		
HOW OLD IS THE ACCOUNT	MONTHS      YEARS	MONTHS      YEARS
<b>TRADE REFERENCES NAME</b>		
ACCOUNT NUMBER		
HOW OLD IS THE ACCOUNT	MONTHS      YEARS	MONTHS      YEARS
<b>TRADE REFERENCES NAME</b>		
ACCOUNT NUMBER		
HOW OLD IS THE ACCOUNT	MONTHS      YEARS	MONTHS      YEARS

<b>SURETYSHIPS</b>	Please attach a certified, clear copy of ID (including spouses ID if married in COP) and proof of residential address	
FULL NAME		
ID NUMBER		
PHYSICAL ADDRESS		
<b>SURETYSHIPS</b>	Please attach a certified, clear copy of ID (including spouses ID if married in COP) and proof of residential address	
FULL NAME		
ID NUMBER		
PHYSICAL ADDRESS		

HAVE YOU EVER BEEN INSOLVENT / LIQUIDATED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF YES, ARE YOU NOW REHABILITATED	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ARE YOU AWARE OF ANY ADVERSE CREDIT LISTINGS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ANY PREVIOUS EVICTIONS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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## VERIFICATION DOCUMENTS REQUIRED FOR FICA PURPOSES

### 1. Company / Close Corporation / Trust – certified copies of:

- 1.1 Proof of Identity: Companies – CM1, CM22, CM29 **(dated and not less than 3 months old)**  
Close Corporations – CK1, CK2  
Trust – Trust Deed, Letters of Authority
- 1.2 Proof of physical address: Water & Lights Account, **OR** Rates and Taxes Account, **OR** Most recent lease or rental agreement, **OR** Bank statement **OR** Letterhead **(dated and not less than 3 months old)**
- 1.3 Proof of Bank Details: Cancelled cheque, **OR** Bank Statement
- 1.4 Details of ALL Directors, Members, Shareholders, Trustees - See 2 below
- 1.5 Tax (Income and VAT): Documents issued by SARS reflecting name and Tax Number

### 2. Individuals – certified copies of:

- 2.1. Proof of Identity: Green bar-coded ID **OR** if foreign – Passport **(dated and not less than 3 months old)**
- 2.2. Proof of Residence: Water & Lights Account, **OR** Rates and Taxes Account **OR** recent rental agreement
- 2.3. Proof of Bank Details: Cancelled cheque, **OR** Bank Statement **(not less than 3 months old)**
- 2.4 Tax: Documents issued by SARS reflecting name and tax number

## VERIFICATION DOCUMENTS REQUIRED FOR CONSUMER PROTECTION ACT PURPOSES

### Financial Statement

The tenant, who is a juristic person, warrants to the Landlord that its asset value or annual turnover shall equal or exceed the threshold determined by the minister in terms of section 6 of the Act (namely, R2,000,000.00 (two million rand)). Should it not exceed two million rand, the latest and most recent certified copies of the financial statement **MUST** be provided.

I certify that the information I have provided is true, correct and complete. I authorize you to make whatever inquiries you deem necessary and appropriate for the purposes of evaluating my credit application, including obtaining credit bureau reports.

The Applicant and co-applicant hereby consents that, and authorizes the Landlord and or agent to, at all times contact, request and obtain information from any person and or credit provider (or potential credit provider) and or registered credit bureau relevant to an assessment of the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the applicant and/or co-applicant.

I \_\_\_\_\_ and \_\_\_\_\_

the undersigned, hereby declare that the above information as well as any supporting documentation is to the best of my knowledge and belief true and correct. I/We understand that if this application for rental premises is approved and negotiations for a rental property are concluded. I/We will be required to sign a Lease Agreement regulating all aspects of my/our relationship with the respective Landlord.

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_