

TENANT APPLICATION FORM

PROPERTY ADDRESS:			
OCCUPATION DATE:			
RENTAL AMOUNT:		RENTAL AGENT:	

TENANT ONE:	QUESTION	TENANT TWO:
	SURNAME:	
	FULL NAME & INITIALS:	
	IDENTITY NO:	
	GENDER:	
	TEL NO (H):	
	CELL NO:	
	EMAIL ADDRESS:	
	MARRIAGE TYPE:	
	MOTOR VEHICLES & REGISTRATION:	
	CURRENT PHYSICAL ADDRESS:	

OCCUPATION:		
	GROSS INCOME / M:	
	HR CONTACT PERSON:	
	TEL:	
	EMAIL:	

CURRENT LANDLORD:		
	NAME:	
	TEL:	
	LEASE PERIOD:	
	REASON FOR TERMINATION:	

SIGN	CONSENT SIGNED: (SIGNATURE OF APPLICANT)	SIGN
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1. I, as per above, the undersigned hereby consents to the payment of R200.00 per applicant upfront as well as authorize the landlord or agent to do necessary steps to vet me on the application for a rental.
2. I hold no other citizenships and residencies for local and international tax purposes other than those disclosed in this application form and will inform Spectrum Letting (Pty) Ltd in writing of any change of this status within 30 days of the change of status.
3. I, the Applicant, appoint Spectrum Letting (Pty) Ltd as my/our rental agent to obtain all relevant information from all necessary related resources, on my/our behalf to secure this property.
4. I warrant that all the information provided for all substantial purposes is true and just to the best of my/our knowledge and persuasion; and that I am not aware of any information that would affect the consideration of the application by any means, unless Spectrum Letting (Pty) Ltd is made aware of such information.
5. I herewith authorize Spectrum Letting (Pty) Ltd to access my/our Credit Bureau records, and to contact, request and obtain information from any credit provider (or potential credit provide) or registered credit bureau relevant to an assessment of the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the tenant's dealings with the landlord.

Banking details: ABSA, Spectrum Letting (Pty) Ltd, Account number: 4102666031, Reference: App fee: Property name

SIGN

INITIAL

INCOME AND EXPENSES					
MONTHLY INCOME	TENANT ONE:	TENANT TWO:	MONTHLY EXPENSES:	TENANT ONE:	TENANT TWO:
BASIC SALARY			HOME LOAN / RENT		
AVERAGE COMMISSION			UTILITIES		
RENTAL INCOME			VEHICLE INSTALLMENTS		
			PETROL / TRAVEL COSTS		
			INSURANCE		
			TELEPHONE / CELL PHONE		
SALARY DEDUCTIONS			SCHOOL FEES		
PAYE			GROCERIES		
UIF			CREDIT CARDS		
OTHER			OTHER		
TOTAL INCOME			TOTAL EXPENSES:		

NUMBER OF PEOPLE TO OCCUPY THE PROPERTY: (FQ 7)			
FULL NAMES:		ID NUMBER:	CONTACT DETAILS:
1.			EMAIL: CELL NR:
2.			EMAIL: CELL NR:
3.			EMAIL: CELL NR:
4.			EMAIL: CELL NR:
5.			EMAIL: CELL NR:
NUMBER OF ANIMALS TO OCCUPY THE PROPERTY:			
NUMBER:	TYPE OF ANIMAL:	BREED:	
1.			
2.			

TENANT ONE:	ALTERNATIVE ADDRESS DETAILS	TENANT TWO:
Should you not be able to occupy the PREMISES for any reason whatsoever during the LEASE period, what alternative address could you reside at?		
	FULL NAME:	
	TEL NO:	
	ADDRESS:	
REFERENCE (NON-RELATIVE)		
	FULL NAME:	
	RELATIONSHIP:	

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	ADDRESS:	
	CELL NO:	
REFERENCE (RELATIVE IN SA)		
	FULL NAME:	
	RELATIONSHIP:	
	ADDRESS:	
	CELL NO:	

SPECIAL CONDITIONS:	
Please note that all special conditions requested are at the discretion of the and/or Landlord. Approval of any conditions shall be reduced to writing	
1.	
2.	
3.	
CONFIRMATION OF VIEWING:	INITIAL:
I, the prospective tenant, solemnly and sincerely declare and affirm that the information on this Application Form is true and correct.	SIGN
I confirm that I have seen the premises and accept that the premises are being let and rented in the current condition. No obligations shall rest on the Landlord or the Agent to repair and/or alter any other defects and/or fixtures and fittings, other than those specified and listed in the Special Conditions Clause. The Owner Condition Form has been disclosed for mandates received after 01 February 2022. OR	SIGN
I confirm that I have not seen the interior or exterior of the premises and will accept the property voetstoots.	SIGN
I confirm that the Rental Agent has not made any verbal guarantees or assurances with regards to the property. Any special request must be reduced to writing as per the above request clause.	SIGN
I agree that should any maintenance matters arise after/ upon my ingoing inspection; the proper procedures shall be followed as outlined in the lease agreement.	SIGN
Only requests for maintenance that render the property unlivable will be considered.	SIGN
The signatories to the TENANT APPLICATION verify that they have read, understood and agreed to all above and declare that the information given herein is true and correct.	SIGN

Signed at _____ on this _____ day of _____ 20_____		
Tenant One Name:		SIGN
		Signed: Tenant One
Tenant Two Name:		SIGN
		Signed: Tenant Two

<p><u>PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO THIS APPLICATION (Private person:)</u></p> <ul style="list-style-type: none"> - ID of Applicants and ALL adult occupants. - ID numbers of all minor occupants. - Proof of Address. - Last 3 months Payslips. - Latest 3 months (to date) bank statements. <p><u>For commission earners:</u></p> <ul style="list-style-type: none"> - ID of Applicants and ALL adult occupants. - ID numbers of all minor occupants. - Proof of Address. - Latest 6 months Payslips. - Latest 6 months (to date) bank statements 	<p style="text-align: center;"><u>APPLICATION FEE PAYMENTS:</u></p> <p style="text-align: center;">Bank Name: ABSA Account Name: Spectrum Letting (Pty) Ltd Account Number: 4102666031 Account Type: Current Branch Code: 632005 Reference: Property & Name of Applicant</p> <p style="text-align: center;">**APPLICATION FEES ARE NON-REFUNDABLE**</p> <p style="text-align: center;">APPLICATIONS MUST BE COMPLETED AND SUBMITTED IN FULL, ALONG WITH ALL ACCOMPANYING DOCUMENTS, AS WELL AS ADMIN FEE PAYMENT BEFORE IT CAN BE PROCESSED.</p>
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SIGN
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STANDARD PROCEDURES WILL BE AS FOLLOWS:

1. The first fully completed and compliant application along with relevant supporting documents shall be given preference.
2. Credit assessment shall be done through registered credit bureaus.
3. Approval given for application, along with costs breakdown.
4. Lease agreement shall be generated for signature.
5. Full payment of relevant amounts.
6. Appointment schedule for the move-in.

ALL MONIES DUE NEED TO REFLECT IN SPECTRUM LETTING'S BANK ACCOUNT BEFORE ANY HAND OVER OF KEYS MAY TAKE PLACE.

Signed at _____ on this _____ day of _____ 20_____

Tenant One Name:		SIGN <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signed: Tenant One
Tenant Two Name:		SIGN <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signed: Tenant Two

Please check that all documents are supplied as below:

Fully completed Application form	
Copy of ID of each applicant and occupant	
Form 1 - FICA Questionnaire for each applicant	
Proof of Banking Details	
All documents for credit vetting as mentioned on page 3	
Proof of address	

SIGN

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