

# RENTAL APPLICATION FORM FOR RESIDENTIAL PROPERTY PRIVATE AND CONFIDENTIAL

**PLEASE ENSURE A CERTIFIED COPY OF YOUR ID/PASSPORT, PROOF OF INCOME (latest 3 months payslips) AND LATEST 3 MONTHS BANK STATEMENTS FOR ALL APPLICANTS IS ATTACHED TO THE APPLICATION FORM**

I/We \_\_\_\_\_

Hereby apply to rent a property ("the Premises") from the Owner/Landlord.

The address of the Premises is \_\_\_\_\_

**1. FIRST APPLICANT:  
PERSONAL DETAILS:**

Full Names and Title: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_

Married: YES / NO If Yes: C.O.P / A.N.C / Other \_\_\_\_\_

Cell No: \_\_\_\_\_ Tel. No: \_\_\_\_\_ Work No: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: Personal: \_\_\_\_\_

Email Work: \_\_\_\_\_

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

Are you the owner of property where you reside Yes / NO

If No: Name of Current Landlord/Rental Agent: \_\_\_\_\_

Contact No: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Current Rental Amount: R \_\_\_\_\_ Period stayed at premises: \_\_\_\_\_

**EMPLOYMENT DETAILS:** Place of Employment: \_\_\_\_\_ Permanent / Contract \_\_\_\_\_ duration

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

Designation: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

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

**Bank Account Details where your salary income is paid into:**

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account number: \_\_\_\_\_ Branch Code: \_\_\_\_\_

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**2. SECOND APPLICANT:**  
**PERSONAL DETAILS:**

Full Names and Title: \_\_\_\_\_

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

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

Date of Birth: \_\_\_\_\_

Married: YES / NO If Yes: C.O.P / A.N.C / Other \_\_\_\_\_

Cell No: \_\_\_\_\_ Tel. No: \_\_\_\_\_ Work No: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: Personal: \_\_\_\_\_

Email Work: \_\_\_\_\_

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

\_\_\_\_\_

Are you the owner of property where you reside Yes / NO

If No: Name of Current Landlord/Rental Agent: \_\_\_\_\_

Contact No: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Current Rental Amount: R \_\_\_\_\_ Period stayed at premises: \_\_\_\_\_

**EMPLOYMENT DETAILS:** Place of Employment: \_\_\_\_\_ Permanent / Contract \_\_\_\_\_ duration

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

Designation: \_\_\_\_\_ Start Date: \_\_\_\_\_

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

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

**Bank Account Details where your salary income is paid into:**

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Account number: \_\_\_\_\_ Branch Code: \_\_\_\_\_

**3. ADDITIONAL INFORMATION:**

Number of Persons to occupy the Premises: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Ages of Children: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do you have Pets: Yes / No If YES, indicate number of Pets: \_\_\_\_\_

Pet One: Breed: \_\_\_\_\_ Size in cm \_\_\_\_\_

Pet Two: Breed: \_\_\_\_\_ Size in cm \_\_\_\_\_

**Number of Vehicles:**

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ Registration: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ Registration: \_\_\_\_\_

Make and Model: \_\_\_\_\_ Year: \_\_\_\_\_ Registration: \_\_\_\_\_

Have either of the applicants ever had any judgements / defaults granted against you? Yes / No

If yes please provide details: \_\_\_\_\_

\_\_\_\_\_

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**ALTERNATIVE CONTACT DETAILS:** Name and Address of a relative NOT living at the same address:

Relationship: \_\_\_\_\_ Contact number: \_\_\_\_\_ Cell number: \_\_\_\_\_

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

**4. RENTAL PARTICULARS:**

I/We confirm that I/we have personally inspected the interior of the premises and have chosen to apply for the premises in its current condition knowing that all maintenance will only be carried out if approved by the Landlord. If the application is successful, I/we agree to sign the standard lease of Proficient Property Management (Pty)Ltd and to pay all the cost as indicated below before the lease agreement has been signed by or on behalf of the Landlord.

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

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

Monthly Rent: R \_\_\_\_\_ Deposit: R \_\_\_\_\_

Key Deposit: R \_\_\_\_\_ Credit Check: R \_\_\_\_\_

**Total required : R \_\_\_\_\_**

**SUPPORTING DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION:**

<b>INFORMATION REQUIRED</b>	<b>FIRST APPLICANT</b>	<b>SECOND APPLICANT</b>
ID document or Passport		
3 Months Bank Statements reflecting income		
3 most recent Payslips		
Proof of current Address		
Signed copy of Conduct Rules (where applicable)		
Signed copy of Pet Application (where applicable)		

I/We declare that the information we have given in this application form is true and correct to the best of my/our knowledge and that I/we have not failed to provide any information which, if the Landlord had known such information, would have not allowed the application to be successful.

I/We agree and allow the Landlord or Agent at all times to contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau that may be necessary to assess my/our behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness;

Furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of me/us to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding my/our dealings with the Landlord.

"PROFICIENT PROPERTY MANAGEMENT (PTY) LTD respects your privacy and your personal information, thus, we take all reasonable measures to protect your personal information to keep it confidential / shall take all reasonable measures to protect the personal information of Clients/ the Lessor / the Lessee and for the purpose of this clause, "personal information" shall be defined as detailed in the Promotion of Access to Information Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act 4 of 2013 ("POPI").

PROFICIENT PROPERTY MANAGEMENT (PTY) LTD collects the above requested information so as to accurately comply with the lease / rental agreement.

The personal information hereby provided by the Client / the Lessor / the Lessee will be collected, disclosed, used, processed, and stored as is necessary to carry out lawful actions and functions for the conclusion of performance of the agreement entered into between (the Client / the Lessor/the Lessee) and PROFICIENT PROPERTY MANAGEMENT (PTY) LTD and will only be done with your written consent where required, unless we are legally required to divulge same or are obligated to do so for performance of a public law.

By providing the above information, the Client / the Lessor / the Lessee hereby provides PROFICIENT PROPERTY MANAGEMENT (PTY) LTD with his/her express written consent to use his/her personal information, to share certain information with an affiliate company, to analyse his/her personal information for purposes of drawing a profile / file records and to send various communications on to the Client / the Lessor / the Lessee as is necessary for the course of business.

By signing this agreement, the Client / the Lessor / the Lessee consents to the processing of his/her information by PROFICIENT PROPERTY MANAGEMENT (PTY) LTD and agrees that the information was supplied voluntarily for the purpose of securing and finalising the lease / rental agreement.

Initial

Signed by the Applicant/s at \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

First Applicant \_\_\_\_\_ Second Applicant \_\_\_\_\_

**OFFICE USE ONLY**

<b>APPLICATION RECEIVED BY(RENTAL AGENT)</b>	
<b>DATE RECIEVED</b>	
<b>SIGNED BY AGENT</b>	

Initial