

REQUIREMENTS:

- Please ensure copies of the following documents accompany this form (Please tick box)

<input type="checkbox"/>	ID document for each applicant
<input type="checkbox"/>	Utility Bill for each applicant
<input type="checkbox"/>	3 months bank statement
<input type="checkbox"/>	Tax clearance certificate

- A R150-00 credit check fee is payable for each Applicant once the application has been accepted.

PROCEDURES

1. All occupants and co-signers must complete an application form and provide FICA documents.
2. Completion of this form does not guarantee that you will be accepted as a Lessee as final acceptance is that of the Lessor
3. If requirements have been fulfilled, a credit check will be performed to determine affordability and credit worthiness.
4. Successful applicants will be notified within three days.
5. A lease agreement has to be signed at the **ASAP** office by all applicants.
6. Keys are to be collected at **ASAP** offices on or before the day of taking occupancy of the dwelling.
7. The **ONCE OFF** payments are to be made when the **Lease Agreement** is signed and the first of the MONTHLY PAYMENT is payable on or before the lease commences or occupancy takes place, whichever comes first.

ONCE OFF PAYMENTS

Deposit	R
Administration fee	R800
Water deposit	R1000
Key deposit	R800
TOTAL	R

MONTHLY PAYMENT IN ADVANCE

Rent by the 1 st of the month	R
Vat	R
Rates	R
BCM services	R
Insurance	R
Alarm	R
TOTAL	R

PLEASE ENSURE THAT THE APPLICATION FORM IS COMPLETED IN FULL IN ORDER TO BE ELIGIBLE FOR CONSIDERATION

1. PREMISES APPLIED FOR

Property Name : _____ Unit No: _____

2. TENANT/LESSEE DETAILS

Trading name: _____ VAT No: _____

Nature of business as: _____

Domicile address: _____

Postal address: _____

3. APPLICANT DETAILS

Applicant 1:

Full names _____ Surname _____

ID no.

Residential Address: _____

Landline No: Cellphone No:

Email address: _____

Applicant 2:

Full names _____ Surname _____

ID no.

Residential Address: _____

Landline No: Cellphone No:

Email address: _____

4. LEASE DETAILS

Lease Commencement: _____ Termination: _____ Occupation date: _____

Use of premises: _____

5. COMPANY CONTACT DETAILS

Administration/Account Management

Contact person name: _____

Telephone no: _____ Fax no: _____

Telephone no: _____ Email: _____

6. TRADE REFERENCES

1. Current Landlord: _____ Telephone no.: _____

Contact person: _____ Rental amount: R _____

2. Company name: _____ Telephone no.: _____

Contact person: _____ Amount owing: R _____

3. Company name: _____ Telephone no.: _____

Contact person: _____ Amount owing: R _____

HOW DID YOU HEAR ABOUT US?

- Newspaper
 ASAP Website
 Gumtree
 To let sign
 Been tenant before
 Other tenants
 Friends
 Property24
 Other (Please specify) _____

CHECKS

FOR OFFICE USE ONLY

Tick

Affordability

Turnover	1/3 of Gross Income

Monthly income verified

Bank Statement

Credit Check

Approved

Approved by _____ Date _____

Declined

Comments