

RESIDENTIAL LEASE APPLICATION FORM

REQUIREMENTS:

- For each Applicant/Occupant copies of the following documents should accompany this Application Form. (Please tick box)
 - ID Document (Original or Certified Copy)
 - Proof of income - (Payslip and 3 months bank statements)
 - Proof of current residential address - (i.e. copy of lease, letter from landlord, cellphone, clothing, account etc)
- **A R150-00 credit check fee is payable by each adult 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

| | Flat/House | Room |
|---------------|------------|----------|
| DEPOSIT | R | R |
| CONTRACT FEE | R800 | R800 |
| WATER DEPOSIT | R1000 | Nil |
| KEY DEPOSIT | R800 | R400 |
| TOTAL | R | R |

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

SECTION A

1. ACCOMODATION APPLIED FOR

Flat /House: _____ No: _____

Occupation Date: _____

Number of adults to occupy the premises: (Section B to be completed by First Applicant and Section C for every other.)

Number of children to occupy the premises: Age of each child: _____

SECTION B

2. FIRST APPLICANT (For every other occupant a copy of Section C should be completed in full)

Surname: _____ Mr / Mrs/ Ms/ Other _____

Full Names: _____

ID Type: SA ID Passport: SA citizen

ID/Passport No: Citizenship: _____

If not SA citizen, permit no:

Permit expiry date:

Passport expiry date:

Marital Status: Single Married A.N.C Married I.C.P Other _____ (Specify)

Employment: Salaried Self-employed

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10. NEXT OF KIN (ONLY FRIENDS AND FAMILY)

| | |
|--|---|
| Name: _____ | Relationship _____ |
| Residential Address: _____ _____ | |
| Residential Telephone No: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> | Cellphone No: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> |
| Work No. <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> | |
| | |
| Name: _____ | Relationship _____ |
| Residential Address: _____ _____ | |
| Residential Telephone No: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> | Cellphone No: <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> |
| Work No. <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> | |

11. BANK & FINANCE DETAILS

Name of Bank: _____ Branch name/code: _____

Bank Account No: _____

Amount owing on any loans/bonds etc: R _____

Financier: _____

SECTION D

12. ACKNOWLEDGEMENT

- I/WE HEREBY CONFIRM THAT I/WE HAVE INSPECTED THE PREMISES APPLIED FOR AND ACCEPT THE SAID PREMISES IN THE PRESENT CONDITION AND WILL NOT CALL UPON THE LESSOR TO EFFECT ANY RENOVATION OR REPAIRS.
- I/We undertake that subject to this application being successful and prior to taking occupation, I/we agree to sign a standard lease agreement in use by **ASAP Rentals cc** and I/we shall be bound by all terms and conditions thereof. Should I fail or neglect to do so, I/We shall nevertheless be bound by all terms and conditions thereof, but without the Lessor's rights to cancel the agreement upon such failure or neglect or refusal and to hold me responsible for costs incurred or suffered.
- I/We are aware that the Lessor is not obliged to give me occupation of the premises if the premises is not available.
- I/We undertake to prior to occupation of the premises to make payment of one month's rent, deposit and contract fees.
- No agreement of lease shall be deemed to exist between the Lessor and myself/ourselves until the lease has been signed by, or on behalf of, the Lessor.
- Should my/our application be successful, I/We understand that it is a condition of the Lease that the full rental amount must be paid and cleared in the ASAP appointed bank account by the 1st (first) day of each month.**
- Should I enter into a lease agreement, the Lessor or his/her/their Agent reserves the right to claim from me/us all the expenses incurred by the Lessor in administering the deposit during the tenancy or after termination thereof and I/We undertake to pay such reasonable charges as may be incurred.

13. CONSENT

By submitting this application form, the applicant(s) hereby consent and authorise the Lessor/**ASAP Rentals cc** to:

- Contact, request and obtain information from any credit provider (Or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the applicant(s).
 - Furnish information concerning 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 the applicant's dealings with the Lessor.
- THESE AUTHORITIES ARE IRREVOCABLE.



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I/WE DECLARE THAT THE INFORMATION STATED IN THIS APPLICATION IS CORRECT AND I/WE ACCEPT ALL TERMS AND CONDITIONS UNCONDITIONALLY.

Signature: _____
 First Applicant

Date: _____

Signature: _____
 Second Applicant

Date: _____

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 | | | | |
|-------------------------|--|------------------|--------------------------|---------------------|--|--|--------------------------|
| Employment | Company contact person _____ | Contact no _____ | <input type="checkbox"/> | | | | |
| Affordability | <table border="1"> <tr> <td>Gross Salary</td> <td>1/3 of Gross Income</td> </tr> <tr> <td> </td> <td> </td> </tr> </table> | | Gross Salary | 1/3 of Gross Income | | | <input type="checkbox"/> |
| Gross Salary | 1/3 of Gross Income | | | | | | |
| | | | | | | | |
| Monthly income verified | Bank Statement | | <input type="checkbox"/> | | | | |
| Credit Check | _____ | | <input type="checkbox"/> | | | | |
| Approved | Approved by _____ Date _____ | | | | | | |
| Declined | _____ | | | | | | |
| Comments | <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | | | | | | |