



---

# LEASE APPLICATION

---

PRIVATE & CONFIDENTIAL



Applicant: \_\_\_\_\_

Complex: \_\_\_\_\_

Unit No: \_\_\_\_\_

Rent: \_\_\_\_\_

**PLEASE NOTE APPLICATION WILL ONLY BE CONSIDERD ONCE ALL RELEVANT DOCUMENTS ARE ATTACHED:**

**PERSONAL:**

- ID/Passport Copy
- Latest Payslip
- 3 Months Bank Statements

**LEGAL ENTITY:**

- CK/CM Document Copy
- Signatory SA ID/Passport Copy
- Solvency Letter from Accounting Officer

## PROPERTY DETAILS:

Unit No:  Complex Name:

Rent Payable:  Contract Duration:

Occupation Date:  No. of Occupants:  No. of Adults:  No. of Children:

## SECTION 1 - PRIMARY RESIDENT/S INFORMATION REQUIRED:

Name and Surname:

ID/Passport Number:

Contact Details: Work:  Cell:

Email:

Current Residential Address:

Full Names of Spouse/Partner:

ID/Passport Number:

Contact Details of Spouse/Partner: Work:  Cell:

Email:

## SECTION 2 – LEGAL ENTITY ON BEHALF OF PRIMARY RESIDENT/S

Name of Entity:

Registration Number:

Represented by Full Name/s:

ID/Passport Number:

Contact Details: Work:  Cell:

Email:

Current Address:

Own/Rent/Other:

## SECTION 3 – PREVIOUS LANDLORD AND DETAIL OF TENANCY

### CURRENT RESIDENCE

Landlord/Agency:  Contact No:

Address:

Reason for Leaving:

Period:  No.Late Payments:

Was your full deposit refunded?  Reason, if not:

Have you ever broken a lease:  Reason/s:

Have you ever been evicted or asked to leave a rental property?  Reason/s:

Have you ever refused to pay or held bank on Rent?  Reason/s

## SECTION 4 – FINANCIAL

### Employment/Income History

Full Time:  Part Time:  Student:  Retired:  Self Employed:

Other (Specify):

### CURRENT EMPLOYER

Position:  Length of Service:

Name of Company:

Supervisor Name:

Tel:  E-Mail:

Gross Salary:  Additional Income:

Monthly take home:  Balance after Debt and Living Expenses:

Have you been Sequestered?  If yes, state date of Rehabilitation:

Do you have Judgements against you?  If yes, state date of rescinding of Judgements:

### PARTNER/SPOUSE'S EMPLOYER

Position:  Length of Service:

Name of Company:

Supervisor Name:

Tel:  E-Mail:

Gross Salary:  Additional Income:

Monthly take home:  Balance after Debt and Living Expenses:

Have you been Sequestered?  If yes, state date of Rehabilitation:

Do you have Judgements against you?  If yes, state date of rescinding of Judgements:

### TRADE REFERENCES/ACCOUNTS

Company:  Acc no:

Credit limit:  Balance:  Instalment:

Contact Details:

### TRADE REFERENCES/ACCOUNTS

Company:  Acc no:

Credit limit:  Balance:  Instalment:

Contact Details:

## SECTION 5 – GENERAL

### PARTICULARS OF MY/OUR MOTOR VEHICLE

Registration Number:  Model:  Colour:

Registration Number:  Model:  Colour:

### PROPOSED OCCUPANTS

Name:	Relationship:	Occupation/Employment Details	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Will you be bringing Pets?  If yes, number of pets and breed:

### ADDITIONAL CONTACT INFORMATION

1<sup>ST</sup> Emergency Contact:  Relationship:

Email:

Tel:  Cell:

2<sup>nd</sup> Emergency Contact:  Relationship:

Email:

Tel:  Cell:

### SECTION 6 - REQUIRED DOCUMENTATION

#### PERSONAL:

ID/Passport Copy

Latest Payslip

3 Months Bank Statements

#### LEGAL ENTITY:

CK/CM Document Copy

Signatory SA ID/Passport Copy

Solvency Letter from Accounting

### SECTION 7 – BANKING DETAILS AND DEBIT ORDER

#### BANKING DETAILS

Bank:  Branch Name:

Account Number:  Branch Code:  Account Type:

### DEBIT ORDER (OPTIONAL)

PLEASE TAKE NOTE IF YOU DO NOT REQUEST A DEBIT ORDER YOUR ACCOUNT MUST BE SETTLED BEFORE OR ON THE 1<sup>ST</sup> OF EACH MONTH

I/we hereby give permission to Macprop Residential Letting that they may activate a debit order against the above-mentioned account for the direct payment of my Rent money due to Macprop. Date of debit order specified as the 1<sup>st</sup> day of each month.

SIGNITURE OF ACCOUNT HOLDER: \_\_\_\_\_



**TERMS AND CONDITIONS**

- 1. You must be over eighteen (18) years of age to sign the lease agreement.
- 2. All Parties to the lease agreement will have to fill in an application and sign the Agreement of Lease
- 3. As per lease agreement, your account must be paid before or on the 1<sup>st</sup> of each month.
- 4. Tenants are to abide by all Complex Rules as instructed by Macprop

**ACCEPTANCE**

- 1. Applicant or Applicants acknowledge this application will form part of the lease agreement when approved. If any information is found to be incorrect, the application will be rejected, and any subsequent rental agreement becomes void. False and misleading statements will be sufficient reason for immediate eviction and loss of deposit.
- 2. No agreement shall be deemed to exist between the Landlord and/or his agent and the Applicant and/or Applicants until the lease agreement has been duly signed by, or on behalf of the Landlord, and monies paid.

I, \_\_\_\_\_ HEREBY DECLARE THAT ALL THE ABOVE INFORMATION SUPPLIED IS TRUE AND CORRECT.

Signed at  on the  day of  20

SIGNATURE: \_\_\_\_\_

**CONSENT CLAUSE**

**The tenant hereby consents that, and authorises the landlord or agent to, at all times:**

- I. 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 tenant;**
- II. Furnish information concerning the behaviour, 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.**
- III. At any renewal of the Lease Agreement, re-do above Credit Check**

Name:  Date:

SIGNATURE: \_\_\_\_\_



**FOR OFFICE USE ONLY:**

Does the tenant have enough nett surplus to cover monthly rent?  Y  N

Did one of the references give a bad report?  Y  N

Does the tenant have judgements?  Y  N

**COMMENTS:**


**DECISION BY LANDLORD:** APPROVED  Y  N

REJECTED  Y  N

IF REJECTED, REASON

OR

UNDISCLOSED

APPLICANT INFORMED OF OUTCOME:  Y  N

For Landlord: \_\_\_\_\_ Date: \_\_\_\_\_