

APPLICATION FOR LEASE OF PROPERTY**N.B. THIS APPLICATION WILL ONLY BE PROCESSED ONCE ALL REQUIREMENTS HAVE BEEN MET AND SUPPORTING DOCUMENTATION IS ATTACHED**

UNIT APPLIED FOR:

DATE OF YOUR APPLICATION: OCCUPATION DATE/DATE YOU WANT TO MOVE IN:

MAIN APPLICANT'S DETAILS

FULL NAMES & SURNAME:

I.D. No. / PASSPORT (IF NOT A SA CITIZEN, PLEASE PROVIDE A COPY OF RESIDENCE PERMIT)

DATE OF BIRTH: NATIONALITY:

CELL No.: E-MAIL ADDRESS:

MARITAL STATUS: HOW MARRIED (E.G. WITH/WITHOUT ANC) AFTER 1/11/94 YES/NO:

VEHICLE REGISTRATION No.: MAKE, MODEL & COLOUR:

CURRENT HOME ADDRESS:

CURRENT RENT/BOND/BOARD PAID (PLEASE CIRCLE CORRECT ONE): R MONTHLY HOW LONG:

NAME OF PRESENT LANDLORD/AGENT/BOND HOLDER: CONTACT NUMBERS:

CURRENT EMPLOYER (COMPANY): EMPLOYER CONTACT NO:

EMPLOYER ADDRESS:

LENGTH OF SERVICE WITH EMPLOYER: MY POSITION/JOB TITLE:

EMPLOYER'S NAME (IMMEDIATE SUPERVISOR): DIRECT PHONE No.:

MY BANK DETAILS: BANK: BRANCH: ACCOUNT No.:

MONTHLY INCOME (NETT): R SPOUSE/PARTNER MONTHLY INCOME (NETT): R

SPOUSE/PARTNER OF MAIN APPLICANT WHO WILL OCCUPY PREMISES

SPOUSE/PARTNER'S FULL NAME & CELL NO:

EMPLOYER'S NAME & ADDRESS: EMPLOYER'S CONTACT No:

LIST OF ALL PERSONS WHO WILL OCCUPY THE PREMISES (Including yourself if you are signing and an occupant)

FULL NAME: AGE: FULL NAME: AGE: FULL NAME: AGE:

FULL NAME: AGE: FULL NAME: AGE: FULL NAME: AGE:

NAME OF A RELATIVE IN SA: HOW RELATED: CONTACT No's.:

FULL RESIDENTIAL ADDRESS:

NAME OF A FRIEND IN SA: CONTACT No's.:

FULL RESIDENTIAL ADDRESS:

I, THE UNDERSIGNED HEREBY CONFIRM THAT I HAVE VIEWED THE INTERIOR OF THE PREMISES AND ACCEPT THE CONDITION OF SUCH PREMISES "AS IS" AND WARRANT THAT THE ABOVE INFORMATION IS CORRECT. SUBJECT TO THE OWNER/AGENT'S CONFIRMATION, IF THIS APPLICATION PROVES SUCCESSFUL I AGREE TO PAY THE RENTAL IN ADVANCE BY THE 1ST DAY OF EACH MONTH AND AGREE TO SIGN THE LEASE AGREEMENT. NB: ALL MAINTENANCE AND REPAIRS ARE SUBJECT TO THE OWNER'S DISCRETION. I HEREBY GIVE STEER & CO CONSENT TO PROCESS MY PERSONAL INFORMATION IN ACCORDANCE WITH THE PROTECTION OF PERSONAL INFORMATION ACT IN FULFILMENT OF THEIR SERVICES BETWEEN MYSELF AND THE LANDLORD AND TO CONDUCT A CREDIT CHECK WITH TPN (TENANT PROFILE NETWORK). I HEREBY CONFIRM THAT I AM THE LEGAL PARENT/GUARDIAN OF THE MINOR/S FOR WHOM ANY INFORMATION HAS BEEN PROVIDED.

DATE:/...../.....**SIGNATURE:**

DEAR APPLICANT,

REQUIREMENTS

TO ALLOW US TO PROCESS YOUR APPLICATION, PLEASE READ THIS DOCUMENT CLEARLY AND FULLY AND ENSURE YOU PROVIDE EVERYTHING REQUIRED.

To qualify, you are required to **earn three times the full asking rental**, (income after deductions). Your payslip and bank statements will be thoroughly inspected to ensure that you qualify. If you don't qualify on your own, your intended surety must complete an application form and pay the application fee so that we can perform **credit checks** on BOTH applicants. Steer & Co use TPN (*Tenant Profile Network*) to perform credit checks on all applicants and your signature on the application form provides us with permission to do so. By returning a signed application form you are also accepting the flat you have viewed AS IS. Please complete the form FULLY and write neatly and clearly with a black pen.

MAIN APPLICANT (Person applying for the unit as the lease holder, who will sign and be responsible for the rent)

- Clear copy of ID document
- Non-RSA citizens to submit Refugee Status OR Passport copy AND work visa
- Clear copy of latest payslip
- If you are self-employed you must submit a letter from your accountant confirming your monthly salary
- Clear copies of bank statements reflecting a full 3 months
- Copy of proof of payment of R 200.00 (VAT incl.) to Steer & Co. For cash deposits send deposit slip copy, for EFTs send us confirmation of payment. The non-refundable fee covers the administrative cost of processing your application and does not guarantee approval of your application
- If a second person is applying, ALL the above documentation relating to this person must be sent
- Please attach a fully completed and SIGNED application form to the front of your supporting documentation
- Proof of address not older than 3 months

CO-TENANTS (All persons who will be occupying the flat other than the main applicant)

- Clear copy of a certified ID document if older than 18 years old
- Birth certificates for children under 18 years old
- Non-RSA citizens to send Refugee Status OR Passport copy AND work visa

BANKING DETAILS FOR THE APPLICATION FEE:

BANK:	STANDARD BANK
ACCOUNT NAME:	STEER & CO TRUST
ACCOUNT NUMBER:	070849080
BRANCH:	THIBAUT SQUARE
BRANCH CODE:	020909
REFERENCE:	PLEASE USE YOUR FULL NAME

 **EMAIL APPLICATIONS TO THE RELEVANT LETTING ASSISTANT:**

Chantal: rentals1@steer.co.za OR Cibyl: rentals@steer.co.za

THANK YOU AND WE LOOK FORWARD TO RECEIVING YOUR APPLICATION