

## 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.: ..... (IF NOT A SA CITIZEN, PLEASE PROVIDE A COPY OF RESIDENCE PERMIT)

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 ..... SURETY'S MONTHLY INCOME (NETT): R .....

### SPOUSE/PARTNER OF MAIN APPLICANT WHO WILL OCCUPY FLAT

SPOUSE/SURETY'S FULL NAME & CELL NO: .....

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

### LIST OF ALL PERSONS WHO WILL OCCUPY THE FLAT

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 1<sup>ST</sup> 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 AUTHORISE STEER & CO. TO CONDUCT A CREDIT CHECK ON MY PERSONAL DETAILS.**

DATE: ...../...../.....

SIGNATURE: .....

DEAR APPLICANT,

## REQUIREMENTS

**IN ORDER FOR US TO PROCESS YOUR APPLICATION, PLEASE READ THIS DOCUMENT CLEARLY AND FULLY AND ENSURE YOU PROVIDE EVERYTHING REQUIRED OTHERWISE YOUR APPLICATION WILL NOT BE PROCESSED.**

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 do not earn this amount, your intended surety must also complete an application form and pay the R 130 application fee as we have to perform **credit checks** on BOTH parties. 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-South-Africans 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 130.00 to Steer & Co. If a cash deposit is made send us a copy of the deposit slip OR if an EFT send us this proof. R 130 is inclusive of VAT and covers the administration cost for us to process your application. This is non-refundable and does not guarantee that your application will be approved.
- Remember that if a second person is going to apply as this person must send us ALL the above documentation
- A fully completed and SIGNED application form attached to the front of your supporting documentation

**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-South-Africans to send Refugee Status OR Passport copy AND work visa

**BANKING DETAILS FOR THE APPLICATION FEE TO BE PAID:-**

<b>BANK:</b>	<b>STANDARD BANK</b>
<b>ACCOUNT NAME:</b>	<b>STEER &amp; CO TRUST</b>
<b>ACCOUNT NUMBER:</b>	<b>070849080</b>
<b>BRANCH:</b>	<b>THIBAUT SQUARE</b>
<b>BRANCH CODE:</b>	<b>020909</b>
<b>REFERENCE:</b>	<b>PLEASE USE YOUR FULL NAME</b>



**EMAIL APPLICATIONS TO:** [rentals@steer.co.za](mailto:rentals@steer.co.za)



**FAX APPLICATIONS TO:** 021 426 1189 OR 086 729 6996 (please number all pages)

**THANK YOU AND WE LOOK FORWARD TO RECEIVING YOUR APPLICATION**