



**DEVPROPERTIES**

**011 425 0502**

**info@devproperties.co.za**

**RENTAL APPLICATION FORM FOR RESIDENTIAL PREMISES**

**DETAILS OF FIRST PERSON APPLYING TO RENT THE PREMISES**

Full Name					
Identity / Passport No.				(certified copy to be attached)	
Date of Birth					
Nationality					
Marital Status					
If Married: In Community of Property		ANC		Accrual System	
Telephone (Home)		(Work)		(Fax)	
(Mobile)		Email address/es			
Physical Address					
Postal Address					

**Are you the Owner of the property where you currently stay?** **Yes** **No**

If No, please give us the following information:

• Rental Paid	
• How long have you rented there	
• Name of Rental Agent / Landlord	
• Contact number	

**BANKING DETAILS**

Bank	
Branch & Code	
Account number	
Type of Account	

**EMPLOYMENT DETAILS**

Self-employed: YES / NO	
Occupation	
Current Employer	
Employer's address	
Period of employment	

**AFFORDABILITY DETAILS**

Gross monthly salary (before deductions & tax)	(certified copy of payslip attached)
Salary payment date	
Current monthly expenses	

Initial

## RENTAL APPLICATION FORM FOR RESIDENTIAL PREMISES

### DETAILS OF SECOND PERSON APPLYING TO RENT THE PREMISES

Full Name		
Identity / Passport No		(certified copy to be attached)
Date of Birth		

Nationality					
Marital Status					
If Married: In Community of Property		ANC		Accrual System	
Telephone (Home)		(Work)		(Fax)	
(Mobile)		Email address/es			
Physical Address					
Postal Address					

Are you the Owner of the property where you currently stay? **Yes** **No**

If No, please give us the following information:

- Rental Paid
- How long have you rented there
- Name of Rental Agent / Landlord
- Contact number

### BANKING DETAILS

Bank	
Branch & Code	
Account number	
Type of Account	

### EMPLOYMENT DETAILS

Self-employed: YES / NO	
Occupation	
Current Employer	
Employer's address	
Period of employment	

### AFFORDABILITY DETAILS

Gross monthly salary (before deductions & tax)	(certified copy of payslip attached)
Salary payment date	
Current monthly expenses	

Initial

## RENTAL APPLICATION FORM FOR RESIDENTIAL PREMISES

### GENERAL DETAILS

Who will be staying at the Premises for the whole period of the Lease?

Number of adults								
Number of children								
Children's ages	1		2		3		4	
Names of Schools attended by children								
Number Pets owned			Type:					

Number of vehicles at Premises

1. Type		Registration	
2. Type		Registration	
3. Type		Registration	

Have you (or both of you) ever had any judgments / defaults granted against you?	Yes	No
If Yes, please give details		

I / we declare that the information we have given in this application form is true and correct to the best of my/our knowledge and that I/we have not failed to provide any information which, if the Landlord had known such information, would have not allowed the application to be successful.

Upon acceptance by the Landlord and the presenting of an Agreement of Lease, I/we agree to pay the following:

Deposit	R
Key deposit	R
Remote (Optional, Non-Refundable)	R
Service/Utility deposit	R
Lease fee	R
Inspection Fee	R
DSTV (Optional)	R
Pro-rata rent	R
1st Month rent	R
Total	R

Initial

# RENTAL APPLICATION FORM FOR RESIDENTIAL PREMISES

## SUPPORTING DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION

### First Person

### Second Person

Certified RSA ID Document / Passport		Certified RSA ID Document / Passport	
Certified Proof of current address		Certified Proof of current address	
3 x Certified Pay slips		3 x Certified Pay slips	
Certified 3 Month's Original or Bank-Stamped bank statements		Certified 3 Month's Original or Bank-Stamped bank statements	
Certified SARS Tax Number Verification		Certified SARS Tax Number Verification	

CONSENT IN TERMS OF SEC 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

I/We agree and allow the Landlord or Agent at all times to:

1. contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau that may be necessary to assess my/our behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness;
2. furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of me/us to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding my/our dealings with the Landlord.

I/We further agree and understand that:

1. All information will only be collected and used in terms of The FIC Act No 38 of 2001 (The FICA Act).
2. Devproperties and Goldberg Properties will in no way misuse my personal information.
3. My personal information will not be transferred to a third party, unless specifically on my request.

Signed by the Applicant at		on this the		day of		20	
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### APPLICANT

Signed by the Second Applicant at		on this the		day of		20	
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### SECOND APPLICANT

(SIGNATURES REQUIRED OF BOTH HUSBAND & WIFE, OR PERSONS SHARING)

	Initial
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## **IMPORTANT REQUIREMENTS – CLOVER HILL/CLOVER RIDGE RENTAL**

PLEASE SEND YOUR ONLINE RENTAL APPLICATION FORM TO THE FOLLOWING E MAIL WITH THE REQUIRED SUPPORTING DOCUMENTATION - IF THE REQUIRED DOCUMENTATION IS NOT SUPPLIED WITH THE PAYMENT REQUIRED THE APPLICATION WILL NOT BE PROCESSED.

E MAIL IS : [info@devproperties.co.za](mailto:info@devproperties.co.za)

We keep all your information safe and this information will be used only for the purpose of processing your application for a residential lease.

You are about to complete an application to rent one an apartment at Clover Hill OR Clover Ridge. In order for us to process your application as speedily as possible, please ensure that all requested information (incl. supporting documents as listed below) are included as part of this application and submitted to us.

### **SUPPORTING DOCUMENTS**

Please supply the following supporting documents. They can be attached to this form, and emailed to [info@devproperties.co.za](mailto:info@devproperties.co.za)

Please supply certified copies where not original documents.

#### **Documents required on application:**

DevProperties/Goldburg Application Form: All sections of all pages (incl pricing) to be completed.

All pages to be initialled with full signature (not electronic) where indicated.

A copy of ID or Passport. In the case of foreign nationals, a copy of Work/Residence Permit is required.

3 Months most recent Bank Statements.

3 Months most recent Payslips. If employed for less than 3 months or are due to start a new job/position,

A copy of the Employment Contract is required.

Proof of current Residential Address dated within 3 months of the date of application

(by way of Rental Statement/Lease Agreement/Municipal Bill).

If living with someone and not paying rent: Owner ID; Letter confirming; Owner Proof of Address

Proof of Payment: R200 for ITC Check paid into the following account:

Goldburg Property Development, Standard Bank, 281897735

Clover Hill/Clover Ridge : Pet Application (if applicable)

NB: Once an application has been approved, we need at least 3x days to prepare before you can move in:

The unit needs to be cleaned; Electrical & Water meters need to be activated, paired and tested

(Not including week-ends)

### **TERMS & CONDITIONS**

On approval of this application you will be required to sign a lease agreement.

- All terms and conditions will be contained in the lease agreement and this can be carefully explained to you prior to signing - please call us if you need this.
- No agreement will exist until such time as the lease agreement has been signed by the property owner and you will not be able to move into your unit
- By signing this application form you acknowledge that all information contained in this document and all supporting documents is to the best of your knowledge true and correct.

The Applicant(s) authorises Devproperties or the property owner to contact, request, and obtain information from any credit provider (or potential credit provider) or registered credit bureau that may be necessary to assess the behavior, profile, payment patterns, indebtedness, whereabouts and creditworthiness.

We in no way guarantee that your application will be successful.

**More Information for Full Disclosure of All Rental Costs**

**Additional To Rent**

Key deposit R 300.00  
Remote (Non-Refundable) R 300.00  
Service/Utility deposit R 2000.00 (Refundable)  
Lease fee R 750.00  
Inspection Fee R 200.00  
DSTV (Optional, Non-Refundable) R 1000

Possible Total R 4550.00 depending on DSTV option.

Painting (on moving out) R 2000.00  
Excl Other Possible Damages

**Monthly Charges Additional To Rent**

Admin Fee (max R80) R 12.00  
Water Per Cons - Pre-Paid  
Electricity - Pre-Paid  
Water/Refuse/Sewage\*  
Refuse\*  
Water Meter (R350)  
Late Payment Penalty (pmt received after 3rd) R 200.00

\* As per Municipal Bill and may vary but is estimated for all costs at +- R 700.00 pm

Prepaid Tokens only available from Garantia (Monday Friday, excluding Public Holidays: 08h00 16h30)  
Details of Meter numbers, Bank account & contact number supplied per Welcome Letter

## APPLICATION TO BODY CORPORATE TO KEEP A PET

*All pets must be registered with the Body Corporate Management Agent. Please send this completed application form to [accounts@goldburg.co.za](mailto:accounts@goldburg.co.za)*

COMPLEX:		APPLICANT NAME:	
UNIT NUMBER:		CONTACT NUMBER:	

PET DETAILS (1x Pet per Form)			
TYPE OF ANIMAL:		BREED:	
SIZE:	Kg	COLOUR:	
LAST VACCINATION DATE: **	YYYY / MM	AGE:	
SPAYED/NEUTERED: **	Yes <input type="checkbox"/> No <input type="checkbox"/>	GENDER:	Male <input type="checkbox"/> Female <input type="checkbox"/>
COLLARED/TAGGED:	Yes <input type="checkbox"/> No <input type="checkbox"/>	PHOTO:	Yes <input type="checkbox"/> No <input type="checkbox"/>

**\*\* Copy of Vaccination Report & Sterilization Certificate must be attached**

As owner of the pet, I confirm that the above information is true and correct. I undertake to abide by the conditions as set out below and further agree that I will have no counter action against the Board of Trustees should my application be withdrawn due to non-adherence of these conditions. I also acknowledge that my application to keep an animal is not guaranteed.

1. An owner or occupier of a unit shall not keep any animal or bird on the common property, without the written consent of the Trustees.
2. When granting such approval, the Trustees may prescribe any reasonable condition.
3. The Trustees may withdraw such approval in the event of any breach of any condition prescribed in terms of Clause 1 of the Management Rules.

APPLICANT SIGNATURE:	DATE:
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### FOR OFFICE USE ONLY:

APPROVED:

CONDITIONS:

YES

YES

NO

NO

SIGNATURE:	DATE:
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