



APPLICATION FOR ACCOMMODATION - FLATS

DATE _____ BUILDING _____

APPLICANT

MR./MRS./MISS/MS _____ SURNAME _____ FIRST NAMES _____
 I.D. NO. : _____
 TEL NO. : (H) _____ CELL _____ E-MAIL _____
 NATIONALITY _____ SEX: (MALE) / (FEMALE) TICK ONE
 CURRENT LANDLORD _____
 CURRENT ADDRESS _____
 LANDLORDS TEL NO. _____ CELL _____ FAX _____
 EMPLOYER _____ EMPLOYERS ADDRESS _____

 OCCUPATION: _____
 PERIOD EMPLOYED : _____ MONTHLY SALARY (+ proof) _____
 TEL NO. : (W) _____ FAX _____
 REFERENCES REGARDING FRIENDS AND/OR RELATIVES (MUST RESIDE IN THE GAUTENG AREA)
 1. _____ TEL. NO. : _____
 2. _____ TEL. NO. : _____
 3. _____ TEL. NO. : _____
 REFERENCES REGARDING FINANCIAL TRANSACTIONS (HP AGREEMENTS, ETC.)
 1. _____ TEL. NO. : _____
 2. _____ TEL. NO. : _____
 BANKING DETAILS
 1. BANK NAME _____
 2. BRANCH CODE _____
 3. ACCOUNT NO. _____

SPOUSE

SPOUSE'S FIRST NAME : _____ ID NO. : _____ CELL NO. : _____
 EMPLOYER _____ EMPLOYERS ADDRESS _____
 _____ FAX NO. : _____ TEL. NO. : _____
 PERIOD EMPLOYED : _____ MONTHLY SALARY _____
 EIGHT MONTH LEASE : 8 MONTHS MINIMUM LEASE SUBJECT TO A TWO (2) CALENDAR MONTHS WRITTEN NOTICE
 MAY ONLY BE GIVEN AFTER SIX (6) MONTHS, WHICH MUST BE GIVEN IN AT THESE OFFICES NO LATER THAN 12H00
 ON THE 01ST

 FOR OFFICE USE ONLY
 TENANT NO. : _____ BUILDING NO. : _____
 BUILDING NAME : _____ LEASE START : _____
 ADDRESS : _____
 RENTAL : _____ NO. OF BEDROOMS : _____
 NO. OF ADULTS TO OCCUPY : _____ NO. OF CHILDREN TO OCCUPY : _____
 PARKING : GARAGE _____ COVERED _____ OPEN _____ INCL. _____ NONE _____

SECTION (1) ONCE OFF CHARGES

SECTION (1) (a)		ADMINISTRATION FEES
CHARGE CODE	DESCRIPTION	AMOUNT
91	ADMIN FEE	R50.00
92	LEASE FEES	R300.00
TOTAL (1) (a)		350

SECTION (1) (b)		DEPOSIT
CHARGE CODE	DESCRIPTION	AMOUNT
44	1½ OR 2 MONTHS RENTAL DEPOSIT	R _____

ELECTRICITY DEPOSIT	R 290.00
WATER DEPOSIT	R 150.00
KEY DEPOSIT	R 150.00
FIRE EXTINGUISHER	R 350.00

TOTAL (1) (b) R _____

SECTION (2) MONTHLY CHARGES

SECTION (2) (a)

PART RENTAL

FOR THE MONTH OF : _____

CHARGE CODE	DESCRIPTION	AMOUNT
1	PRO-RATA RENTAL	R _____
	PRO-RATA PARKING	R _____
10	PROVISIONAL GAS	R _____
3	PROVISIONAL ELECTRICITY	R 700.00
4	PROVISIONAL WATER	R 200.00
5	SEWER / EFFLUENT	R 160.17
14	REFUSE	R 125.95
85	BANK DATA	R 8.50

TOTAL (2) (a) R _____

SECTION (2) (b)

FIRST MONTHS RENTAL

FOR THE MONTH OF : _____

CHARGE CODE	DESCRIPTION	AMOUNT
1	RENTAL	R _____
	PARKING	R _____
10	PROVISIONAL GAS	R _____
3	PROVISIONAL ELECTRICITY	R 700.00
4	PROVISIONAL WATER	R 200.00
5	SEWER / EFFLUENT	R _____
14	REFUSE	R _____
85	BANK DATA	R 8.50

TOTAL (2) (b) R _____

TOTAL OF ALL CHARGES

SECTION (1) (a)	R 350.00
SECTION (1) (b)	R _____
SECTION (2) (a)	R _____
SECTION (2) (b)	R _____
ITC CHECK	R 90.00
GRAND TOTAL	R _____

RECEIPT NO.: _____ AND _____ RECEIVED BY: _____ DATE: _____

AMOUNT RECEIVED: _____

BASIC TERMS AND CONDITIONS

- The Applicant shall also pay a fee on the signing hereof for preparation of the Agreement of Hire, which must be duly signed by him and the cost of Revenue Stamps, which shall be affixed thereto, borne by him.
- On acceptance of this Application, the Applicant agrees to sign an Agreement of Lease.
- All letting is subject to the Landlord's confirmation, to be given within 45 days according to the conditions of the Lease, however should the Applicant fail to comply with the terms of the Agreement of Hire as mentioned above, for periods reflected above, then it will be automatically assumed that the Lease period will come into effect from the stipulated date for that period.
- New tenants must report in writing, and in duplicate all defects/damages to the premises within 3 (three) days and a stamped copy must be retained for their records with the acknowledgement of receipt from the agents. *****
- No renovations, installations of security or removal of walls to any part of the premises can be made without written request being given to the Director of TUPA and written confirmation obtained. The Landlord can elect for such renovations or additions to remain or can request re-instatement of the premises to the original condition.
- RENTAL IS DUE AND PAYABLE IN ADVANCE, ON OR BEFORE THE 1ST (FIRST) OF THE MONTH.** *****
- Monthly accounts not received by the tenant before the end of the month is NOT an excuse not to pay timeously and our offices can be telephoned to obtain details of the account due for payment.

8. Shall deposits be refundable, refund will take place **18 WORKING DAYS after vacating the premises.** *****
9. Refuse, any boxes, plastic bags, etc. must be removed by the tenants to the common area, where refuse is not the usual daily refuse, then it must be removed by the tenants from the premises. Overloading of refuse removal facilities resulting in the Landlord paying additional monthly removal costs will be for the tenants account.
10. **The Applicant confirms having viewed the premises before entering into the Agreement of Hire. The Applicant observes that should the premises contain any defects or missing appurtenances, such must be noted on his damage list which must be returned by the Applicant within 3 (three) days of taking official occupation, failing which shall render the Applicant responsible for any damages on his vacating the premises.**
11. **CASH DEPOSITS WILL ATTRACT BANK CHARGES WHICH WILL BE FOR THE LESSEE'S ACCOUNT.** *****
12. **The tenant shall be liable for an inspection fee of R 350.00 on vacating the premises.**
13. The tenant shall not cede or assign or pledge or otherwise encumber this Lease in whole or in part, nor shall the tenant sublet any portion thereof nor shall the tenant permit or allow any persons to occupy the premises or to reside or to obtain possession thereof without the Landlord's written consent.
14. The tenant shall not allow animals or pets on the premises.
15. The tenant shall not allow linen or clothing or washing of any kind to be hung up on the outside or on the balcony of the premises visible to the public.
16. The premises shall be used and occupied personally by the tenant and for not more than the amount reflected.
17. The tenant shall be liable for the cost to the premises caused by any blockage to the premises.
18. **LATE PAYMENTS MADE BY THE TENANT SHALL INCUR ADMINISTRATIVE FEES.**
19. The Landlord is **NOT** responsible for **STOVES**.
20. **HOUSES** : Proof of deposits paid to the Municipality as well as monthly payments made to the Municipality must be hand in to TUPA.
21. **Should the tenant default with his rental, then it is agreed that the Landlord may sublet certain areas on the premises to further tenants in order to assist on the payment of the rental.**
22. **The applicant shall sign a Debit Order Authorization simultaneously with this application in lieu of his monthly rental & charges.**
23. The Applicant acknowledges and accepts the conditions as above.
24. **Once the notice period is over and the tenant has vacated, a meeting wil be arranged whereby the tenant is to meet with Tupa's Outside services to do an full inspection of the premises.** *****
- 25 I HAVE VIEWED THE PREMISES AND I AM SATISFIED _____ *****

LESSEE 1

WITNESS 1

LESSEE 2

WITNESS 2

FOR OFFICE USE ONLY

	CHECKED / NOTES	NAME	SIGN	DATE CAPTURED
APPL CHECK & SIGNED				
I.D. DOCUMENT				
EMPLOYER'S LETTER				
SALARY ADVICE				
BANK STATEMENT				
EMOLUMENT				
ACKNOWLEDGE OF DEBT				
DAMAGE LIST				
LEASE				
ITC CHECK DONE				
MUN. ACC (Houses)				
PREVIOUS LANDLORD				
EMPLOYER 1				
EMPLOYER 2				
FRIEND 1				
FRIEND 2				
FRIEND 3				

CAPTURED BY

SIGNATURE

DATE