



APPLICATION FORM
RENTAL OF RESIDENTIAL PROPERTY

PROPERTY FOR WHICH YOU ARE APPLYING:

A APPLICANT(S)

APPLICANT DETAILS:

Full Names and Surname:

ID no:

Income tax number:

Cell no: Tel (H):

E-mail address:

Postal Address:

Residential Address:

Marital Status: ☐ Not married ☐ Married *In Community of Property* ☐ Married *Out of Community of Property*

APPLICANT EMPLOYMENT DETAILS:

Name of Employer:

Work Address:

Occupation Title: Tel (W):

Monthly Income: R Period:

☐ **CO-APPLICANT** / ☐ **SPOUSE DETAILS (IF APPLICABLE)**

Full Names and Surname:

ID no.:

Cell no: Tel (H):

Income tax number:

E-mail address:

Postal Address:

Residential Address:

Marital Status: ☐ Not married ☐ Married *In Community of Property* ☐ Married *Out of Community of Property*

CO-APPLICANT / SPOUSE EMPLOYMENT DETAILS:

Name of Employer:

Work Address:

Occupation Title: Tel (W):

Monthly Income: R Period:

B OCCUPANT DETAILS

Please indicate the details of all persons who will occupy the property, other than the Applicant, his/her Spouse, or Co-Applicant

1. Full Names and Surname:

ID no:

E-mail address: Cell no:

2. Full Names and Surname:

ID no:

E-mail address: Cell no:

3. Full Names and Surname:

ID no:

E-mail address: Cell no:

4. Full Names and Surname:

ID no:

E-mail address: Cell no:

Number of pets (if allowed):

C FINANCIAL HISTORY

Name of current landlord:

Contact number of present landlord:

Current residential address:

Current rental being paid:

Have you ever been summoned for debt? ☐ Yes ☐ No

If yes, complete the table below:

Case Number	Name of Plaintiff	Amount

Have you been/are you about to be placed under administration/declared insolvent? ☐ Yes ☐ No

Do you have a criminal record? ☐ Yes ☐ No

If yes, give details:

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D REFERENCES

1. Immediate family Tel:

2. Close Friend Tel:

Are you a South African Citizen or permanent resident? ☐ Yes ☐ No

If no, please indicate which country you are a citizen/permanent resident of:

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Have you ever resided in a high-risk geographic area listed below? ☐ Yes ☐ No

If the answer is yes, mark the applicable option below

- ☐ Algeria ☐ Angola ☐ Bulgaria ☐ Burkina Faso ☐ Cameroon ☐ Cote d'Ivoire ☐ Croatia
☐ Democratic Republic of the Congo ☐ Haiti ☐ Iran ☐ Kenya ☐ Korea ☐ Lebanon ☐ Mali ☐ Monaco
☐ Mozambique ☐ Myanmar ☐ Namibia ☐ Nigeria ☐ Philippines ☐ South Sudan ☐ Syria ☐ Tanzania
☐ Venezuela ☐ Vietnam ☐ Yemen

Are you a Domestic, Foreign Political Exposed Person or Prominent Influential Person, a known close associate, or an immediate family member of such a person? ☐ Yes ☐ No

If the answer is yes, mark the applicable option below

Domestic Politically Exposed Person

- ☐ The President or Deputy President ☐ A government minister or deputy minister ☐ A Premier of a province
☐ A member of the Executive Council of a province ☐ An executive mayor of a municipality
☐ A leader of a political party ☐ A member of the royal family or senior traditional leader
☐ The head, accounting officer or chief financial officer of a national or provincial department or government component ☐ A municipal manager of a municipality ☐ The chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity ☐ The chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity ☐ A constitutional court judge or any other judge ☐ An ambassador or high commissioner or another senior representative of a foreign government based in the Republic ☐ An ambassador or high commissioner or other senior representative of a foreign government based in the Republic of South Africa ☐ An officer of the South African National Defence Force above the rank of major general ☐ Holds, including in an acting position for a period exceeding six months, or has held the position of head, or other executive directly accountable to that head, of an international organisation

Foreign Politically Exposed Person

- ☐ Head of State or head of a foreign country or government ☐ Member of a foreign royal family
☐ Government minister or equivalent senior politician or leader of a foreign political party
☐ Senior judicial official of a foreign country ☐ A senior executive of a foreign state-owned corporation ☐ A high-ranking member of a foreign military

Prominent Influential Person

- ☐ A chairperson of the board of directors and audit committee, executive officer or CFO of a company providing goods or services to an organ of state

Immediate family member

- ☐ Spouse ☐ Civil partner ☐ Life partner ☐ Previous spouse/civil partner/life partner
☐ Children/stepchildren ☐ Spouse of child/stepchild/civil partner/ life partner ☐ Parent/Step-parent
☐ Sibling/step-sibling and their spouses /civil partner/ life partner

Detail of political/governmental position held by immediate family member:

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What is the main source of funds which you expect to use to pay rent?

- ☐ Salary ☐ Savings ☐ Loan from a bank ☐ Inheritance ☐ Financial assistance from parent/guardian
☐ Social / NSFAS grant ☐ Other

If 'Other', please provide details:

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If you expect to obtain funding from a third party other than your parent/guardian, please provide details:

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F DECLARATION

I/WE DO HEREBY OFFER TO HIRE FLAT/HOUSE
subject to the conditions stated herein. Until signature of the Lease Agreement, I/We acknowledge that, upon acceptance thereof, I/we shall be bound by the Lease Agreement thus arising. I/We acknowledge further that completion of this Application Form and the payment of any deposit and/or lease fees and/or stamp duty by me/us does not constitute acceptance of this offer by the landlord or his agent, who reserves the right to refuse any application without having to offer any reason for such refusal.

I/WE ALSO CONFIRM THAT I/WE HAVE PERSONALLY SEEN THE INTERIOR OF THE PREMISES AND THAT I/WE ARE SATISFIED WITH THE CONDITION THEREOF.

I/we, the undersigned Applicant(s), hereby further declare that:

- all information provided in this application form is true, accurate and complete in every aspect;
- permission is granted to perform the necessary third-party checks and screenings required by FICA legislation; and
- permission is granted to perform the necessary credit checks with any credit reference agency.

Applicant signature: _____

Date: _____

Co-applicant/Spouse signature: _____

Date: _____

CMS PROPERTY SERVICES
Email: property@metricgroup.net
Tel: 051 447 5508

52A Kellner Street, Westdene
Bloemfontein
9301

PLEASE RETURN THIS FORM WITH THE FOLLOWING DOCUMENTS:

- **CERTIFIED COPY OF IDs (NOT OLDER THAN 3 MONTHS)**
- **PROOF OF RESIDENCE (NOT OLDER THAN 3 MONTHS)**
- **COPY OF LATEST PAY SLIP**
- **PROOF OF INCOME TAX REGISTRATION**
- **3 MONTHS BANK STATEMENTS – BANK STAMPED**
- **PROOF OF PAYMENT OF THE APPLICATION FEE**

How to get proof of your income tax number and registration:

Request your notice of registration on the SARS USSD service by dialing *134*7277# and selecting “What's my Tax number?”. SARS will send your tax number to your mobile phone and email your notice of registration to your email address as per our records.

PLEASE NOTE THAT A NON-REFUNDABLE APPLICATION FEE IS PAYABLE. THE PROOF OF PAYMENT MUST BE SUMITTED WITH THE COMPLETED APPLICATION.

THE FEE IS AS FOLLOWS:

- **PAYMENT VIA EFT: R 200**
- **PAYMENT VIA DIRECT DEPOSIT AT THE ATM/BANK: R 250**

PLEASE PAY THE APPLICATION FEE INTO THE FOLLOWING BANK ACCOUNT USING THE SURNAME OF THE APPLICANT AS REFERENCE:

BANK:	First National Bank
ACCOUNT NAME:	Metric Property Management t/a CMS Property Services
BRANCH:	Brandwag
BRANCH CODE:	253305
INTERNET BRANCH CODE:	23053400
ACCOUNT NUMBER:	5507 003 4620
REFERENCE	SURNAME OF APPLICANT

CMS PROPERTY SERVICES
Email: property@metricgroup.net
Tel: 051 447 5508

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