# RENTAL APPLICATION FORM

|  |  |  |
| --- | --- | --- |
| For office use only | |  |
| Date of application: |  |
| Reference no: |  |
| Block and unit |  |
|  | | | |
| **Introduction:**  You are about to complete an application for one of PHA’s rental units. In order for us to process your application as speedily as possible, please ensure that all requested information (incl. Supporting documents as listed below) is included in this application and **submitted to the following addresses**: [PhaSubmission@polokwane.gov.za](mailto:PhaSubmission@polokwane.gov.za) Should you require assistance filling in this application form, please **contact one of the following officials during office hours** Patricia 067 205 3369, Semetsene 067 206 4067 and Sebati 067 205 7692  **Certified Supporting documents:**   1. Identity document (s) of applicant and spouse (if applicable) 2. Recent proof of income (Pay slip) of both applicant and spouse 3. Recent 3 months Bank statement for both applicant and spouse 4. In case of self-employed, six months’ bank statement is required 5. Marriage, divorce or death certificate (where applicable) 6. Proof of birth for financial dependents 7. Non South African residents are required to submit valid work permit amongst others. | | | | |

***A.* PERSONAL PARTICULARS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Applicant*** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  |  |  | |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **code** | | | **number** | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **code** | | | **number** | | | | | | | | | | |
|  | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Partner*** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

**Surname:**

**First name:**

**Date of birth:**

**Identity document**

**Nationality:**

**City/postal code:**

**Telephone (H):**

**Cell phone:**

**Current employer:**

**Occupation:**

**Employer Address:**

**(W) Telephone:**

**Length of Service:**

**B. MARITAL STATUS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Married, tick the appropriate box:

**ICP** [ ] **ANC:** [ ] **Accrual System**: [ ]

***C.* HOUSEHOLD COMPOSITION*:***

|  |  |  |
| --- | --- | --- |
|  | **Couple with child(ren):**  **Single parent with child(ren):** |  |
|  |

**Details of children or Financial dependant**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Initials and Surname** | **Date of Birth** | | | | | | **Relationship**  **(e.g son/daughter)** |
| **1.** |  |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |  |  |

***C.* RESIDENCY HISTORY**

*Please list your residential address (es) for the past 2 years.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** | **From** | **To date** | **Landlord name** | **Landlord contact number** |
|  |  |  |  |  |
|  |  |  |  |  |

Indicate your current housing situation

***Applicant*  *Partner***

|  |  |  |  |
| --- | --- | --- | --- |
| **Home owner:**  **Rental apartment or house:**  **Living with family:**  **Informal:** |  | **Home owner:**  **Rental apartment or house:**    **Living with family:**  **Informal:** |  |
|  |  |
|  |  |
|  |  |

If renting, indicate monthly rental: R\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***D.* INCOME PARTICULARS *(tick one box)***

***Applicant***  ***Partner***

|  |  |  |  |
| --- | --- | --- | --- |
| Full time employed:  Self-employed:  Pensioner:  Grant Recipient:  Maintenance grant:  Other(please specify): |  | Full time employed:  Self-employed:  Pensioner:  Grant Recipient:  Maintenance grant:  Other(please specify): |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**AFFORDABILITY DETAILS**

**INCOME**

|  |  |  |
| --- | --- | --- |
| **Monthly Income** | **Applicant 1** | **Applicant 2** |
| Salary |  |  |
| Commission |  |  |
| Maintenance |  |  |
| Other |  |  |
| **Total Monthly Income** |  |  |

**EXPENSES**

|  |  |  |
| --- | --- | --- |
| **Monthly Expenses** | **Applicant 1** | **Applicant 2** |
| Taxation/UIF/PAYE |  |  |
| Medical Aid |  |  |
| Doctors Expenses |  |  |
| Rent/Bond Payment |  |  |
| Loan Repayments |  |  |
| Motor Finance |  |  |
| Credit Card Repayments |  |  |
| Insurance |  |  |
| Transport |  |  |
| Education |  |  |
| Groceries |  |  |
| Clothing |  |  |
| Entertainment |  |  |
| Maintenance |  |  |
| Water and Electricity |  |  |
| Telephone |  |  |
| Cellular Phone |  |  |
| TV Rental/DSTV/Mnet |  |  |
| Other |  |  |
| **Total Expenditure** |  |  |

***E.* UNIT TYPE DESIRED*:***

Kindly tick the appropriate box of the unit you desire(refer to page 4 for unit type description and rentals payable per unit type)

|  |  |
| --- | --- |
| **1 Bedroom** |  |
| **2 Bedroom** |  |

**F*.* GENERAL**

Who will stay at the premises for the period of the lease:

Number of Adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children’s Ages: [1] \_\_\_\_\_\_\_\_\_\_\_\_ [2] \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [3] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [4] \_\_\_\_\_\_\_\_\_\_\_\_

Number of vehicles at premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you (or both of you) ever had any judgements/defaults granted against you? Yes [ ] No [ ]

If yes, please provide details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**G. DECLARATION AND SIGNATURE**

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 if 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.

I/we further declare that I/we have read this form carefully and that all particulars are true and correct. I/we also hereby consent and authorises the landlord or his agent to, at all times:

1. Contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of my behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness.
2. Furnish information concerning my behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the tenant’s dealings with the landlord

**SIGNATURE**

***Applicant***  ***Partner***

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NB. Unit Type and Rentals per Month**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New Rentals** | | |  |  |  |
| **Income Band**  **(Gross Monthly Income per Household)** | | **Rental per month** | **Deposit**  **(once off)** | **Administration Fee(once off)** | **Total once off (1st payment)** |
| **Primary Beneficiaries** | **R1 500 – R3 500** | **R625.00** | **R625.00** | **R400.00** | **R1650,00** |
|  | **R3 501 – R 5 500** | **R1 215.00** | **R1 215.00** | **R400.00** | **R2830.00** |
|  |  |  |  |  |  |
| **Secondary Beneficiaries** | **R5 501 – R 7 700** | **R 2 112.00** | **R2 112.00** | **R400.00** | **R4 624.00** |
|  | **R7 701 – R11 300** | **R3 325.00** | **R3 325.00** | **R400.00** | **R7 050.00** |
|  | **R11 301– R15 000** | **R 4 866.00** | **R4 866.00** | **R400.00** | **R10 132** |

**Applicants: Take note that the Social Housing Scheme promotes cross subsidisation and the above rentals are Income Based Rentals” hence the rentals are not even (as per Social Housing Regulation).** We apologise for the inconvenience we may have cost in this regard

|  |  |  |
| --- | --- | --- |
| **For office Use Only**  (An application cannot be accepted without all supporting document attached and it’s incomplete) | Received and checked by: |  |
| Date the application verified: |  |
| Is the applicant Primary or Secondary Beneficiary? | **Primary** | **Secondary** |