STEER & CO
Property Professionals Since 1879

Commercial, Industrial & Retail Broking
Commercial Management
Residential Letting & Management
Property Investment Consulting
Community Scheme Management

NON-REFUNDABLE ADMIN FEE TO BE PAID BY MAIN APPLICANT is R300 & BY SURETY APPLICANT is R250

APPLICATION FOR LEASE OF PROPERTY

N.B. THIS APPLICATION WILL ONLY BE PROCESSED ONCE A COMPLETED FORM HAS BEEN SUBMITTED AND SUPPORTING DOCUMENTATION HAS BEEN PROVIDED

Property applied for:			
Date of your application:		Occupation date/date you want to move in:	

Main Applicant's Details

Full Names & Surname:			
ID/Passport Number:			
(if not a SA citizen, please provide a copy of residence permit)			
Date of Birth:		Nationality:	
Cell Number:		Email Address:	
Marital Status:		Married after 01/11/94:	☐ Yes ☐ No
How Married (eg: with/without ANC):			
Vehicle Registration Number:		Make, Model & Colour:	
Current Home Address:			
Current ☐Rent / ☐Bond / ☐Board paid (tick one)		R monthly	How long?
Name of present landlord/agent/bond holder:		Contact Number:	
Current Employer (Company):		Contact Number:	
Employer Address:			
Length of Service with Employer:		Position/Job Title:	
Employer's Name (Immediate Supervisor):		Contact Number:	
Applicant Bank Details: Bank:		Branch:	
Account Number:			
Monthly income (nett):	R	Spouse/Partner monthly income (nett):	R

Spouse/Partner of Main Applicant who will occupy premises *(if applicable)*

Spouse Full Names & Surname:			
Employer's Name:		Employer's Contact Number:	
Employer's Address:			

Surety Applicant's Details

Full Names & Surname:			
ID/Passport Number:			
(if not a SA citizen, please provide a copy of residence permit)			
Date of Birth:		Nationality:	
Cell Number:		Email Address:	
Marital Status:		Married after 01/11/94:	☐ Yes ☐ No
How Married (eg: with/without ANC):			
Vehicle Registration Number:		Make, Model & Colour:	
Current Home Address:			
Current ☐Rent / ☐Bond / ☐Board paid (tick one)		R monthly	How long?
Name of present landlord/agent/bond holder:		Contact Number:	
Current Employer (Company):		Contact Number:	
Employer Address:			
Length of Service with Employer:		Position/Job Title:	
Employer's Name (Immediate Supervisor):		Contact Number:	
Surety's Bank Details: Bank:		Branch:	
Account Number:		Monthly income (nett):	R

List of <u>All</u> Persons who will occupy the premises

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:	
Full Residential Address:		Contact Number:	

Name of a Friend in SA:		Contact Number:	
Full Residential Address:			

I/we, the undersigned, warrant that the above information is correct. I/we hereby confirm that i/we am/are the legal parent/guardian of the minor/s for whom any information has been provided.
I/we confirm that I/we have viewed the interior of the premises and accept the condition of such premises "as is". All maintenance and repairs are subject to the owner's discretion.
Subject to the owner/agent's confirmation, if this application proves successful, i/we agree to sign the lease agreement and surety agreement (if applicable) and to pay the rental in advance by the 1st day of each month.
I/we hereby give steer & co consent to process my/our personal information in accordance with the protection of personal information act in fulfilment of their services between myself/ourselves and the landlord and to conduct a credit check/s with TPN (tenant profile network).

Date: _____ Date: _____ Date: _____

Signature: _____ Signature: _____ Signature: _____

MAIN APPLICANT SPOUSE OF MAIN APPLICANT SURETY APPLICANT

R250 NON-REFUNDABLE ADMIN FEE TO BE PAID BY MAIN APPLICANT & BY SURETY APPLICANT

DEAR APPLICANT,

REQUIREMENTS

TO ALLOW US TO PROCESS YOUR APPLICATION, PLEASE READ THIS DOCUMENTCAREFULLY AND FULLY AND ENSURE YOU PROVIDE EVERYTHING REQUIRED.

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 don't qualify on your own, your intended surety must complete the relevant section on the application form and pay the application fee so that we can perform credit checks on both applicants. 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 property you have viewed "as is". Please complete the form fully and write neatly and clearly with a black pen.

MAIN APPLICANT & SURETY APPLICANT

- Copy of ID document.
- Non-RSA citizens to submit Passport copy & Residence permit.
- Copy of latest payslip.
- If you are self-employed, letter from your accountant confirming your monthly salary.
- Clear copies of 3 months bank statements if traditionally employed, 6 months if self-employed.
- If self-employed, copy of company registration documents if applicable.
- Proof of payment of R250 to Steer & Co. The non-refundable fee covers the administrative cost of processing your application and does not guarantee approval of your application.
- Proof of address not older than 3 months.

CO-TENANTS (All persons who will be occupying the property)

- Copy of ID document if older than 18 years old.
- Copies of Birth certificates for children under 18 years old.
- Non-RSA citizens to submit Passport copy & Residence permit.

BANKING DETAILS FOR APPLICATION FEE:

BANK:	STANDARD BANK
ACCOUNT NAME:	STEER & CO TRUST
ACCOUNT NUMBER:	070849080
BRANCH:	THIBAULT SQUARE
BRANCH CODE:	020909
REFERENCE:	YOUR FULL NAME

EMAIL THE RELEVANT LETTING ASSISTANT:

Chantal: rentals1@steer.co.za OR Cibyl: rentals@steer.co.za

THANK YOU AND WE LOOK FORWARD TO RECEIVING YOUR APPLICATION