

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Flat Number: \_\_\_\_\_

Building Name: \_\_\_\_\_

### Application for Accommodation

Tel: 011 481 7400 | [admin@framecomm.co.za](mailto:admin@framecomm.co.za)

I, the undersigned, hereby make application to rent the accommodation referred to hereunder:

#### ACCOMMODATION REQUIRED

Preferred Occupation Date: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

Number of Adults to occupy: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of children to occupy: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_ Age: \_\_\_\_; \_\_\_\_; \_\_\_\_; \_\_\_\_

Where did you hear about the property?

FACEBOOK

FRAMEWORK WEBSITE

AGENT CONTACT

DIGSCONNECT

FRAMEWORK TO LET BOARD

PRIVATE PROPERTY

#### PERSONAL INFORMATION

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Married: YES  NO

Married in community of property: YES  NO

Married with Antenuptial contract: YES  NO

**Are you or have you ever been blacklisted?** YES  NO

**If YES, has the blacklisting been cleared?** YES  NO

Partner's Name: \_\_\_\_\_ Surname: \_\_\_\_\_

ID Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PRESENT ACCOMMODATION**

Current Address: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ How long have you lived there: \_\_\_\_\_  
Landlord Name: \_\_\_\_\_ Landlord Contact Number: \_\_\_\_\_

**EMPLOYER INFORMATION**

Current Employer: \_\_\_\_\_  
What work do you do: \_\_\_\_\_ How long have you worked there: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Direct Manager Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Partner's Current Employer: \_\_\_\_\_  
What work do they do: \_\_\_\_\_ How long have they worked there: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Direct Manager Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**FAMILY MEMBER (NOT LIVING WITH YOU)**

1) Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number: \_\_\_\_\_  
2) Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number: \_\_\_\_\_  
3) Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Relationship: \_\_\_\_\_ Number: \_\_\_\_\_

**HIRE PURCHASE / MONTHLY ACCOUNT PAYMENTS**

COMPANY NAME	TOTAL OWING	MONTHLY PAYMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FOR OFFICE USE**

DEPOSIT	PART MONTH	FULL MONTH
Amount:	Date:	Date:
Parking:	Rent:	Rent:
Key:	Parking:	Parking:
Remote:	Provisional Water:	Provisional Water:
<b>TOTAL: R</b>	Refuse:	Refuse:
Lease Fee:	Effluent:	Effluent:
TPN/ITC Charge:	Basic Facility:	Basic Facility:
<b>TOTAL DUE: R</b>	<b>TOTAL DUE: R</b>	<b>TOTAL DUE: R</b>

**Grand Total:R** \_\_\_\_\_

I, the undersigned, hereby warrant that the details on this application are correct and undertake, on being advised that the premises herein applied for have been allocated to me, to sign a Lease Agreement and to pay the administration fee and stamp duty as scheduled. I am aware that these payments are received by your Company, without prejudice to your principal's strict rights and further undertake not to take occupation of the premises before signing the Lease Agreement and paying the charges, rent, etc., as specified. Should I, notwithstanding this undertaking, take occupation and/or pay a rent, then I hereby bind myself to the said standard conditions of Lease as though I had signed the said Lease Agreement. I further agree that this application form will form part of the Lease document.

The Tenant hereby consents that the Landlord or Property Practitioner, as the case may be, to, at all times: -

- a) Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns,

- indebtedness, whereabouts, and creditworthiness of the Tenant;
- b) Furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding the Tenant's dealings with the Landlord.
  - c) The Tenant must report in writing all defects/damages to the premises within 5 days and a stamped copy must be retained by me for my records with the acknowledgement of receipt from the agent;
  - d) Should the application be approved and I, the applicant, sign a lease agreement that I hereby confirm that I am aware that CCTV cameras, body cameras and cellular device recordings are in effect on the premises and I hereby consent to all leaseholders and occupants in the unit to be recorded for official purposes during noise complaint investigations, maintenance queries and overcrowding checks. Framework Commercial Property (Pty) Ltd hereby confirm that all recordings will be handled in strict compliance with the POPI Act.
  - e) The applicant acknowledges and accepts the conditions as above.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>FICA DOCUMENTS</b>
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COPY OF ID:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
RECENT PAYSリップ:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
BANK STATEMENT (3 Months):	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
PROOF OF RESIDENCE (current):	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
ITC/TPN CHECK:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DEFAULTS: YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>APPLICATION APPROVED:</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	

## **FINANCIAL INTELLIGENCE CENTRE ACT (38 OF 2001)**

In compliance with section 21 of FICA, the Lessee/Tenant/Applicant will provide the below documentation prior to taking occupation of the premises. If occupation is granted prior to all below documentation being received and client due diligence completed as required by the Financial Intelligence Centre Act (38 of 2001), the Lessee/Tenant/Applicant must provide the required documentation within 5 (FIVE) working days of taking occupation of the premises, failing which, Framework Commercial Property (Pty) Ltd denies responsibility for this FICA non-compliance and all liability and penalties will be transferred to the tenant.

### **FICA Penalties *(in terms of the Financial Intelligence Act) (Chapter 4)* up to 15 Years Imprisonment or R10 million fine**

#### **DOCUMENTS REQUIRED**

- A) Original or certified copy of each applicant's Identity Document
- B) Proof of Address of each applicant
- C) Original or certified copy of past 3 (THREE) months Bank Statements for each applicant
- D) Original or certified copy of each applicant's Payslip
- E) Completed FICA CDD Questionnaire completed by each applicant

#### **FOR LESSEE/TENANT/APPLICANT:**

SIGNED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

FULL NAME: \_\_\_\_\_ ID NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**TABLES FOR CDD PROCEDURES: ESTABLISHING AND VERIFYING INFORMATION**

In compliance with section 21 of FICA, the Business will collect and verify information according to the tables below, only ***after ensuring that paragraph 7 does not apply*** –

<b>TABLE 1: NATURAL PERSONS</b>			
<b>INFORMATION REQUIRED</b>	<b>METHOD OF OBTAINING INFORMATION</b>	<b>METHOD OF VERIFICATION</b>	
		<b>LOW-RISK CLIENT</b>	<b>HIGH-RISK CLIENT</b>
Name of Client	Questionnaire completed by Client	Copy of Client's ID	Original or certified copy of Client's ID
Name of Principal	Questionnaire completed by Client	Copy of Principal's ID	Original or certified copy of Principal's ID
Client's authority to act on behalf of Principal	Questionnaire completed by Client	Copy of authorisation letter	Original or certified copy of authorisation letter
Name of Representative	Questionnaire completed by Client	Copy of Representative's ID	Original or certified copy of Representative's ID
Representative's authority to act on behalf of Client	Questionnaire completed by Client	Copy of authorisation letter	Original or certified copy of authorisation letter
Nature and purpose of, and source of funding for Business Relationship	Questionnaire completed by Client		
Source of wealth ( <b><i>only</i></b> for FPPOs and high-risk DPIPs)	Questionnaire completed by Client		
<p>[General note: Identifying the Client is relatively straightforward in the case of a natural person. The natural person who approaches the Business to initiate a Transaction or establish a Business Relationship is the Client. Where the Client is acting on another person's behalf, that other person is not a Client for purposes of this RMCP, but merely a Principal; where the Client initially approaches the Business, and then indicates that another person will act on the Client's behalf to give effect to a single Transaction or Business Relationship, that other person is similarly not a Client, but a Representative of the Client. While the bulk of the CDD procedures must be conducted in respect of the Client's particulars, the Business must still collect <u>some</u> information about Principals and Representatives, as reflected in the table above.]</p>			

## QUESTIONNAIRE FOR NATURAL PERSONS

NATURAL PERSONS	
1	What is your full name (ie the person completing this Questionnaire)?
2	Are you a South African citizen / permanent resident?
3	If you are dealing with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on behalf of another person (ie a Principal), what is the Principal's full name?  [Note: even if you are acting on behalf of a Principal, you are still the Client for purposes of FICA and this Questionnaire.]
4	If you are dealing with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on behalf of a Principal, please indicate your authority to do so (ie authorisation letter, power of attorney, or a similar instrument).
5	If, following your completion of this Questionnaire, someone else will deal with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on your behalf (ie a Representative), what is that Representative's full name?
6	What is the source of that Representative's authority to deal with <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> on your behalf (ie authorisation letter, power of attorney, or a similar instrument)?
7	Please describe the type of service you seek from <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> and also the purpose for which that service is sought.
8	Will you require <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> to perform the service in terms of a single Transaction (once-off only) or in terms of a Business Relationship (more than one Transaction over a certain period of time)?
9	If you require a Business Relationship, how will any payments owed to <b>FRAMEWORK COMMERCIAL PROPERTY (PTY) LTD</b> under the Business Relationship be financed?
10	Will any of the payments referred to in the previous question involve a payment by you or your Representative of R25 000 or more in cash (ie paper money, coins or traveller's cheques)?
11	Do you now occupy, or have you in the past 12 months occupied, any of the following positions in any country other than South Africa? If "yes", please indicate the position that you occupy(ied).  Head of state  Member of the royal family  Cabinet member  Senior member of a political party  Senior judicial officer  Senior executive of a state-owned entity  High rank in the military

<b>NATURAL PERSONS</b>	
12	If you responded "yes" to the previous question, please indicate the source of your wealth.
13	<p>Do you now occupy, or have you in the past 12 months occupied, any of the following positions in South Africa? If "yes", please indicate that position that you occupy(ied).</p> <p>President or deputy president of South Africa</p> <p>Cabinet minister or deputy minister</p> <p>Premier of a province</p> <p>MEC of a province</p> <p>Mayor of a municipality</p> <p>Leader of a political party</p> <p>Member of a royal family</p> <p>Senior traditional leader</p> <p>Head, accounting officer or CFO of a national or provincial department</p> <p>Manager or CFO of a municipality</p> <p>Chairperson, CEO, accounting authority, CFO or chief investment officer of a public entity</p> <p>Judge</p> <p>Ambassador, high commissioner or other senior representative of a foreign country based in South Africa</p> <p>Chairperson of board of directors, chairperson of audit committee, executive officer or CFO of a company doing business with the government</p>
14	If you responded "yes" to the previous question, please indicate the source of your wealth.

FULL NAME OF PERSON COMPLETING QUESTIONNAIRE	
SIGNATURE	
DATE	

<b>FOR OFFICE USE ONLY</b>	
FULL NAME OF EMPLOYEE ADMINISTERING QUESTIONNAIRE	
SIGNATURE	
DATE	