

# TROWEL ASSOCIATES (PTY) LTD

## APPLICATION FORM FOR RESIDENTIAL ACCOMMODATION

Documentation required from Applicant: copy of Identity Document; copy of latest pay slip (if self-employed a letter stating monthly earnings and a copy of the applicant's latest tax assessment or tax return); marriage certificate if applicable; one of the following not older than 3 months: rent statement, levy account or utility bill and a copy of a current bank statement. If applicable a copy of: passport, permanent residence and work permit.

### PERSONAL DETAILS

|                         |                     |                   |
|-------------------------|---------------------|-------------------|
| Title:                  | First name/s:       | Surname:          |
| Identity number:        | Date of Birth:      |                   |
| SARS Income Tax number: | Number of children: | Ages of children: |
| Marital Status: Married | Single              | Divorced Widowed  |
| Work No:                | Cell No:            | Email:            |

### OCCUPATION DETAILS

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Required date of occupation:            | Number of people to occupy the flat: |
| Type of flat: One / Two / Three Bedroom | Flat no: (Subject to change)         |

### CURRENT ACCOMMODATION

|                       |                                      |          |
|-----------------------|--------------------------------------|----------|
| Address:              | Reference check<br>(Office use only) |          |
|                       |                                      |          |
|                       |                                      |          |
| Period of occupation: | Name of owner/caretaker:             | Cell No: |
| Home No:              | Work No:                             | Email:   |

### CURRENT EMPLOYMENT DETAILS

|                       |                         |                     |
|-----------------------|-------------------------|---------------------|
| Name of company       |                         |                     |
| Address:              |                         |                     |
|                       |                         |                     |
| Period of employment: | Net salary:             |                     |
| Position held:        | Name of contact person: | Cell No:            |
| Work No:              | Email Address:          |                     |
| Additional Income:    | Rental:                 | Maintenance: Other: |

### IF SELF - EMPLOYED

|                                       |             |
|---------------------------------------|-------------|
| Name of Company/CC/Partnership/Other: |             |
| Registration number:                  |             |
| Date first self-employed:             | Net salary: |

### NEXT OF KIN (FAMILY MEMBER NOT LIVING WITH YOU)

|                                          |               |          |
|------------------------------------------|---------------|----------|
| Title:                                   | First name/s: | Surname: |
| Address:                                 |               |          |
| Relation: (Mother/Father/Sister/Brother) |               |          |
| Work No:                                 | Home No:      | Cell No: |
| Email Address:                           |               |          |

### TRADE REFERENCES

|              |                  |                |
|--------------|------------------|----------------|
| Company name | Telephone number | Account number |
| 1.           |                  |                |
| 2.           |                  |                |

### BANKING DETAILS

|              |                        |                |
|--------------|------------------------|----------------|
| Name of bank | Branch and branch code | Account number |
|              |                        |                |

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 I / we have not failed to provide any information which, if the Landlord of the Premises had known such information, would not have allowed the application to be successful. I/we furthermore confirm that the mandatory disclosure form signed by the Landlord and contained in this document was brought to my/our attention and was considered by the/us prior to applying for the property to be rented.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# TROWEL ASSOCIATES (PTY) LTD

## CONSENT TO DO A CREDIT CHECK AND USE OF PERSONAL INFORMATION

I, \_\_\_\_\_ (Full Name, surname)

Identity Number \_\_\_\_\_

Address: \_\_\_\_\_

Hereby consent to and authorise the following TPN Subscriber: Trowel Associates (Pty) Ltd and or Alpine Property (Pty) Ltd, namely I-Digital, or their duly appointed agents to at any time:

### 1. Credit Check

- a) Use the information disclosed on this Application Form to verify same and to conduct the necessary reference checks.
- b) To 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;
- c) Provided a lease agreement has been concluded between me and Trowel Associates (Pty) Ltd, then to 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 my dealings with Trowel Associates (Pty) Ltd and/or Alpine Property (Pty) Ltd.
- d) The Applicant acknowledges that this Application may be declined by Trowel Associates (Pty) Ltd and/or its Agent without having to provide any reason, therefore.

### 2. Consent to use of Personal Information

- a) The Tenant acknowledges that the Landlord and Agent (as the case may be) will collect, use and process the Tenant's Personal Information including finger prints for the purpose of:
- b) the Application Process and entering into this Lease Agreement;
- c) performing their obligations in connection with this Lease Agreement;
- d) pursuing their legitimate interests under this Lease Agreement, which will include the right to process the Personal Information of the Tenant in the event of a sale or prospective sale of the Premises; and
- e) the general administration of the relationship between Parties.
- f) enrolling the tenant on the Biometrics Access System;
- g) In addition to the foregoing provisions of this clause 2, both Parties undertake to ensure compliance with all Data Protection Legislation when processing Personal Information of the other Party.

Upon acceptance of this application by the Landlord and the conclusion of a lease agreement, I / we agree to pay a once off nonrefundable cash fee of R 300.00 per credit check. **I understand that my data will be retained for 5 (five) years and then destroyed and that I may not request my data to be destroyed before that date.**

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

WITNESS \_\_\_\_\_ CONSENTER \_\_\_\_\_

## **Mandatory disclosure form in terms of section 67 of the Property Practitioners Act of 2019 ("the Act")**

We are by law required to provide each prospective applicant with an exact copy of the Mandatory Disclosure form that appeared in the government Gazette as part of the regulations to the Property Practitioners Act.

The disclosure form completed by the Landlord appears below. Please note that the prescribed form only refers to sale and purchase transactions. As you are considering entering a lease of the property, any reference to a transaction of sale should be ignored and should be substituted with "rent"/"lease" (instead of sale ) or "tenant" instead of purchaser as there is no anticipated sale. For your convenience, these references have been clarified by adding brackets to draw the distinction to your attention.

Please note that this document does not replace or supersede the mandatory inspection to be conducted after the signing of the lease, but before the move in date and /or the exit inspection, both of which have been provided for in terms of the Rental Housing Act, 1999. The mandatory inspection will note specific issues peculiar or particular to the specific unit you may rent in specific detail. The mandatory disclosure form details facilities in general and known issues with regards to the unit in question, if any. You are welcome to request written clarification on any disclosure before deciding to enter into a lease.

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### **IMMOVABLE PROPERTY CONDITION REPORT IN RELATION TO THE SALE (LEASE) OF ANY PROPERTY**

#### **1 Disclaimer**

This condition report concerns the immovable property situated at Johannesburg deeds office and is situated at the following street address Timbavati, 40 Lovemore Street, Boksburg, Ravenswood, (the "Property"). This report does not constitute a guarantee or warranty of any kind by the owner of the Property or by the property practitioners representing that owner in any transaction. This report should, therefore, not be regarded as a substitute for any inspections or warranties that prospective purchasers **(tenants)** may wish to obtain prior to concluding an agreement of sale **(lease)** in respect of the Property.

#### **2 Definitions**

In this form-

2.1 "to be aware" means to have notice or actual knowledge of a certain fact or state of affairs;

and

2.2 "defect" means any condition, whether latent or patent, that would or could have a significant deleterious or adverse impact, or affect, the value of the property, that would or could significantly impair or impact upon the health or safety of any future occupants of the Property or that, if not repaired, removed or replaced, would or could significantly shorten will adversely affect the expected normal lifespan of the Property.

#### **3 Disclosure of information**

The owner of the Property discloses the information hereunder in the full knowledge that even though this is not to be construed as a warranty, prospective purchasers **(tenants)** of the Property may rely on such information when deciding whether, and on what terms, to purchase **(rent)** the Property. The owner hereby authorised the appointed property practitioner marketing the Property for **(rent)** to provide a copy of this statement and to disclose any information contained in this statement, to any person in connection with any actual or anticipated sale **(lease)** of the Property.

#### 4 **Provision of additional information**

The owner represents that to the best of his or her knowledge the responses to the statement in respect of the Property contained herein have been accurately noted as “yes”, “no” or “not applicable” to the owner have responded to any of the statements with a “yes”, the owner shall be obliged to provide, in the additional information area of this form, a full explanation as to the response to the statement concerned.

#### 5 **Statements in connection with the Property**

|                                                                                                                                                                                                                                                                                                           | YES | NO | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| I'm aware of defects in the roof                                                                                                                                                                                                                                                                          |     |    |     |
| I'm aware of the defects in the electrical systems                                                                                                                                                                                                                                                        |     |    |     |
| I'm aware of the defects in the plumbing system, including the swimming pool (if any)                                                                                                                                                                                                                     |     |    |     |
| I'm aware of the defects in the heating and air conditioning systems, including the air filters and humidifiers                                                                                                                                                                                           |     |    |     |
| I'm aware of the defects in the septic or other sanitary disposal systems                                                                                                                                                                                                                                 |     |    |     |
| I'm aware of any defects to the Property and or in the basement or foundations of the Property, including cracks, seepage and bulges. Other such defects include, but are not limited to, flooding, dampness or wet walls and unsafe concentrations of mould or defects in the drain tiling or sump pumps |     |    |     |
| I'm aware of structural defects in the Property                                                                                                                                                                                                                                                           |     |    |     |
| I'm aware that a structure on the Property has been earmarked as a historic structure or heritage site.                                                                                                                                                                                                   |     |    |     |

| Additional information |
|------------------------|
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |
|                        |

#### 6 **Owner's certification**

The owner hereby certifies that the information provided in this report is, to the best of the owner's knowledge and belief, true and correct as at the date when the owner signs this report.

#### 7 **Certification by persons supplying information**

If a person other than the owner of the property provides the required information that person must certify that he/she has supplied the correct information on which the owner relied for the purposes of this report and, in addition, that the information contained herein is, to the best of that person's knowledge and belief, true and correct as at the date on which that person signs the report.

#### 8 **Notice regarding advice or inspections**

Both the owner as well as potential buyers (**tenants**) of the property may wish to obtain professional advice and/or to undertake a professional inspection of the property. Under such circumstances adequate provisions must be contained in any agreement of sale to be concluded between the parties pertaining to

the obtaining of any such professional advice and/or the conducting of required inspections and/or the disclosure of defects and/or the making of required warranties.

9 **Buyer's (Tenant's) acknowledgement**

The prospective buyer (**tenant**) acknowledges that he/she has been informed that professional expertise and/or technical skill and knowledge may be required to detect defects in, and non-compliant aspects concerning, the property.

the prospective buyer (tenant) acknowledges receipt of a copy of this statement.

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature  
Mrs Ronel Venter  
(For and on behalf of Trowel Associates (Pty) Ltd)

Signed at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of purchaser (**Tenant/s**)

\_\_\_\_\_  
Signature of purchaser (**Tenant/s**)