



RESIDENTIAL PROPERTY - APPLICATION TO RENT SCREENING FORM

Please complete this application form, **attach a copy your ID, 3 months of bank statements and payslips** and e-mail it to: office@letitsmart.co.za (Complete all sections and where detail is not applicable, mark N/A accordingly)

Guidelines:

- Please complete this document to the best of your knowledge – at the end you will sign it as a declaration that the contents are factually correct.
- The information provided by you will be used to determine your suitability as a tenant which is largely decided by your credit track record and ability to afford and pay the rent and services.
- By signing this document, you give your express permission for the property owner and / or agent to screen your credit and financial track records / documents and also by accessing one or more of the credit bureaus – any information obtained from these bureaus/documents will remain confidential and we will only advise whether the result was “approved” or “unapproved” in accordance with our letting standards and criteria. You also give your express permission for the property owner and / or agent to contact any of your listed reference to discuss and determine your suitability as a tenant.
- Application Process:
 - **STEP 1:** You complete this screening document and return it to our offices [Per hand or e-mail] and send us a copy of the required documentation at the same time. These documents are:
A copy your ID, 3 months of bank statements and payslips from your employer.
 - **STEP 2:** Let It Smart will do a preliminary review of your application and if we conclude that you are a potential tenant, we will request that you pay the holding deposit (Equal to the rent amount) into the property owner’s account [We will provide the banking details and reference to use] and once proof of deposit is received, Let It Smart will have your financial track profile assessed. [The profiling process is usually less than 2-3 business days.]
 - **STEP 3:** Let It Smart will then advise you of the outcome and should the financial profile assessment confirm an acceptable track record and tenant suitability, Let It Smart will draw up the complete lease agreement documents and send them to you for review and signing at our offices. Should the financial profile assessment result turn out to be unapproved, we will inform you and deduct the credit bureau costs (only if the information you provided was inaccurate) from your deposit and return the full balance to your banking account.
 - **STEP 4:** Once you have signed the lease agreement and it is countersigned by the property owner, the original will be retained by our offices and a digital scan of it will be sent to you and the “holding deposit” you paid will not become your “lease deposit”.
- If the lease is to be placed in the name of a Company, Trust or Partnership, and the annual turnover is less than a R100m per Annum, then all shareholders / members / Trustees as applicable need to complete an additional screening form per individual.
- If the lease is to be placed in the name of legal body other than a private individual, then we need a copy of the Company / Trusts documents and registration and declaration documents to identify the directors / members / partners or trustees and they will be required to sign a surety document.
- In some cases, the spouse / partner or a family member of the Lessee will be required to sign a deed of surety, but we will advise this during step 2 of the process.

Administrative Section (For completion by admin staff)

PROPERTY OWNER	<input type="text"/>		
RENTAL UNIT	<input type="text"/>		
LIS REF #	<input type="text" value="SS000RXXX"/>	BASE MONTHLY RENT (Excluding Municipal Services)	<input type="text" value="R"/>
DEPOSIT	<input type="text" value="R"/>	PD DD-MMM-YYYY	AVAILABLE FROM <input type="text" value="DD-MMM-YYYY"/>
CREDIT CHECK	<input type="text" value="PASS"/>	<input type="text" value="FAIL"/>	COMMENTS:
REF CHECK	<input type="text" value="PASS"/>	<input type="text" value="FAIL"/>	
LESSEE ACCEPTED	<input type="text" value="YES"/>	<input type="text" value="NO"/>	

PROPERTY APPLYING TO LEASE

APPLICANT'S FULL NAME

ID NUMBER

CELL PHONE #

eMail ADDRESS

CURRENT RESIDENTIAL ADDRESS

YEARS At address

WhatsApp #

EMPLOYER

JOB POSITION YEARS WITH EMPLOYER

EMPLOYER'S WEB URL (Web Site)

MARRIED ? (mark with an X what is applicable)

YES
 CIVIL MARRIAGE / UNION COMMUNITY OF PROPERTY
 CIVIL MARRIAGE / UNION OUT OF COMMUNITY OF PROPERTY (ANC)

NO
 SINGLE
 ENGAGED
 WIDOWED
 DIVORCED

SPOUSE/PARTNER'S FULL NAME

SPOUSE/PARTNER'S ID NUMBER

SPOUSE/PARTNER'S CELL PHONE #

IF REQUIRED, WOULD YOUR SPOUSE / PARTNER BE WILLING TO SIGN A DEED OF SURETY ? YES NO

DO YOU CURRENTLY LEASE PROPERTY? NO YES

AGENCY / LANDLORD'S NAME

AGENCY / LANDLORD'S CELL PHONE # YEARS Leasing this property

PROPERTY ADDRESS

REASON FOR WANTING TO LEAVE (DISCONTINUE LEASING)

APPLICANT'S DETAILS

HAVE YOU EVER BEEN EVICTED FROM A LEASED PROPERTY?

ARE YOU CURRENTLY UNDER DEBT REVIEW?

HAVE YOU EVER RECEIVED A JUDGEMENT FOR BAD DEBT?

ARE YOU AN UNREHABILITATED INSOLVENT?

DETAILS & REASONS (Add additional pages if required)

CHARACTER REFERENCE 1 (You agree that we may contact this reference and discuss your personal information)

PERSON'S NAME RELATIONSHIP

CELL PHONE #

CHARACTER REFERENCE 2 (You agree that we may contact this reference and discuss your personal information)

PERSON'S NAME RELATIONSHIP

CELL PHONE #

CREDIT REFERENCE 1 (You agree that we may contact this reference and discuss your personal information)

COMPANY NAME TYPE OF CREDIT

CONTACT PHONE #

CREDIT REFERENCE 2 (You agree that we may contact this reference and discuss your personal information)

COMPANY NAME TYPE OF CREDIT

CONTACT PHONE #

HOW MANY PERSONS WILL BE RESIDING IN THE LEASED PROPERTY (ADULTS & CHILDREN)

HOW MANY DEPENDANT CHILDREN DO YOU HAVE ?

WHAT ARE THEIR NAMES & AGES ?

.....

.....

.....

.....

.....

WHAT ANIMALS / PETS DO YOU INTEND KEEPING ON THE PROPERTY

PERIOD OF LEASE REQUESTED (MONTHS) Tick One >> OTHER

REQUESTED OCCUPATION START DATE Tick One >>

STATEMENT OF ASSETS

A. CASH AT BANK

NAME OF BANK

BRANCH

CURRENT ACCOUNT NUMBER & AMOUNT

 R

SAVINGS ACCOUNT NUMBER & AMOUNT

 R

OTHER :
TYPE

ACC NUMBER &
AMOUNT

 R

B. OTHER INVESTMENTS & ASSETS

i.e. Fixed Deposits/ Unit Trusts, Insurance Policies, Retirement Annuities

NAME & VALUE

 R

NAME & VALUE

 R

NAME & VALUE

 R

C. MOTOR VEHICLE

VEHICLE MAKE & MODEL

VEHICLE REGISTRATION

DO YOU OWN A
MOTOR VEHICLE ?

NO

YES

ESTIMATED VEHICLE VALUE

 R

FINANCING INSTITUTION

ACCOUNT NUMBER

IS THE VEHICLE FINANCED ?

NO

YES

MONTHLY INSTALLMENT

 R

BALANCE OWING

 R

D. FURNITURE

Please specify any article under hire purchase agreement

ESTIMATED
VALUE

 R

E. PROPERTY

PROPERTY ADDRESS

STAND / ERF NO

DO YOU OWN A
PROPERTY ?

NO

YES

ESTIMATED VALUE

 R

BOND HOLDER INSTITUTION

BOND ACCOUNT NUMBER

IS THE PROPERTY BONDED?

NO

YES

MONTHLY INSTALLMENT

 R

BALANCE OWING

 R

DO YOU OWN A
SECOND PROPERTY ?

NO

YES

PROPERTY ADDRESS

STAND / ERF NO

ESTIMATED VALUE

 R

BOND HOLDER INSTITUTION

BOND ACCOUNT NUMBER

IS THE PROPERTY BONDED?

NO

YES

MONTHLY INSTALLMENT

 R

BALANCE OWING

 R

STATEMENT OF LIABILITIES

F. AMOUNT DUE TO BANKS *i.e. Bank Loans, Credit Card Debt*

NAME OF BANK	ACCOUNT NUMBER	MONTHLY REPAYMENT	CURRENT BALANCE
		R	R
		R	R
		R	R

G. STORE ACCOUNTS *i.e. Clothing Stores, etc....*

NAME OF COMPANY	MONTHLY REPAYMENT	CURRENT BALANCE
	R	R
	R	R
	R	R

H. HIRE PURCHASE CREDIT AGREEMENTS

NAME OF COMPANY	ACCOUNT NUMBER	GOODS	MONTHLY REPAYMENT	CURRENT BALANCE
			R	R
			R	R
			R	R

I. PRIVATE LOANS

NAME OF LENDER	YEAR COMMENCED	LOAN AMOUNT	MONTHLY REPAYMENT	CURRENT BALANCE
		R	R	R
		R	R	R
		R	R	R

J. ANY OTHER LIABILITIES

NAME & VALUE		R
NAME & VALUE		R
NAME & VALUE		R

ANY COMMENTS REGARDING ASSETTS & LIABILITIES

A. INCOME

	SELF	SPOUSE
GROSS SALARY	<input type="text" value="R"/>	<input type="text" value="R"/>
	SELF	SPOUSE
NETT SALARY	<input type="text" value="R"/>	<input type="text" value="R"/>
	SELF	SPOUSE
OTHER INCOME	<input type="text" value="R"/>	<input type="text" value="R"/>
TOTAL INCOME >>	<input type="text" value="R"/>	

B. DEDUCTIONS

	SELF	SPOUSE	
PAYE	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	
UIF	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	
MEDICAL AID	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	
PENSION	<input type="text" value="R"/>	<input type="text" value="R"/>	
	SELF	SPOUSE	DESCRIPTION
OTHER	<input type="text" value="R"/>	<input type="text" value="R"/>	<input type="text"/>
	SELF	SPOUSE	DESCRIPTION
OTHER	<input type="text" value="R"/>	<input type="text" value="R"/>	<input type="text"/>
	SELF	SPOUSE	DESCRIPTION
OTHER	<input type="text" value="R"/>	<input type="text" value="R"/>	<input type="text"/>
TOTAL DEDUCTIONS >>	<input type="text" value="R"/>		

C. EXPENSES

MAINTENANCE	<input type="text" value="R"/>	RENT PAYMENT	<input type="text" value="R"/>
BOND PAYMENTS	<input type="text" value="R"/>	RATES & TAXES	<input type="text" value="R"/>
WATER, ELECTRICITY	<input type="text" value="R"/>	SEWERAGE, REFUSE	<input type="text" value="R"/>
CELL PHONES	<input type="text" value="R"/>	GROCERIES	<input type="text" value="R"/>
PETROL/TRANSPORT	<input type="text" value="R"/>	DOMESTIC WORKER	<input type="text" value="R"/>
ENTERTAINMENT	<input type="text" value="R"/>	WIFI / SUBSCRIPTIONS	<input type="text" value="R"/>
CLOTHING	<input type="text" value="R"/>	RENT PAYMENT	<input type="text" value="R"/>
SCHOOL FEES	<input type="text" value="R"/>	MEDICAL	<input type="text" value="R"/>

C. EXPENSES (Continued) *List any other expenses as well as any payments from statement of liabilities*

OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>
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OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>
OTHER DESCRIPTION	<input type="text"/>	AMOUNT	<input type="text" value="R"/>

TOTAL EXPENSES >>

IS THIS APPLICATION A JOINT LEASE APPLICATION?

 NO

 YES

If you answered YES then an application form must be completed by each person party to the lease agreement.

Declaration of Applicant

I understand that all information supplied in this application will be treated as strictly confidential and only used to determine my suitability to lease the property in the interests of protecting the Landlord's investment and property. I fully understand and consent that the Landlord and / or their representative may contact any references listed above and / or obtain credit records from any applicable bureau for the purposes of determining my character and or credit worthiness. I, the undersigned, declare that the information provided by me is true and correct and I accept and agree to the process and content as outlined in the guidelines section and all other sections of this document.

SIGNATURE DATE

<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="M"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>
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APPLICANT'S SIGNATURE