



**RESIDENTIAL PROPERTY APPLICATION TO RENT  
& SCREENING FORM**

Please complete this application form, **attach a copy of your ID** and e-mail it to: [office@letitsmart.co.za](mailto:office@letitsmart.co.za)

**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 firstly your suitability as a tenant which is largely decided by your credit track record.
- By signing this document, you give your express permission for the property owner and / or agent to screen your credit and financial track record by accessing one or more of the credit bureaus – any information obtained from these bureaus will remain confidential and we will only advise whether the result was “acceptable” or “unacceptable”
- Process Outlined:
  - You complete this screening document and return it to our offices [Per hand or e-mail]
  - We 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) and once proof of deposit is received, we have your financial track profile assessed. [The profiling process is usually 2-3 business days.]
  - We will then advise you of the outcome and if the financial profile assessment confirms an acceptable track record, we will draw up the complete lease agreement documents and send them to you for signing. Should the financial profile assessment result turn out to be unacceptable, we will inform you and deduct the credit bureau costs from your deposit and return the full balance to your banking account.
  - Once you have signed the lease agreement, the original needs to be returned to our offices or given personally to one of our staff who will collect from you if required.
  - The property owner or owner’s representative will sign the lease and we will scan the document and e-mail you a copy for your records.
- 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 as to who the directors / members / partners or trustees are.

Rental Property	
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Applicant’s Full Name	
ID Number	
Employer	
Position Held	
How many years with present employer	



Employer's address	
Applicant's current residential address	
Applicant's Cell Phone #	

Do you currently rent?	YES	NO
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If you answered yes, please provide the following details:

Landlord's Name	
Landlord's telephone #	

Do you currently own property?	YES	NO
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If you answered yes, please provide the following details:

Details of property	
Details of any bond on the property	

## REFERENCES

Please supply the names and contact details of at two personal references that may be contacted:-

Reference Name	
Reference telephone #	
Relationship	

Reference Name	
Reference telephone #	
Relationship	



Please supply the names and contact details of two credit references that may be contacted:-

Reference Name	
Reference telephone #	
Organisation	

Reference Name	
Reference telephone #	
Organisation	

List the names of who will be living in this rented property	
Please list any pets that you intend to keep on the property	

What is the lease period that you are requesting? (Tick appropriate block)

6 months (Not recommended)	<input type="checkbox"/>
12 months	<input type="checkbox"/>
24 months	<input type="checkbox"/>
36 months	<input type="checkbox"/>

When would you be able to occupy the property?	
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Have you ever been evicted from a property	YES	NO
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If you answered yes, please provide the following details:

Details of eviction	
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Are you currently under Debt Review?	YES	NO
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Have you ever received a judgement against you for bad debt	YES	NO
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Are you an unrehabilitated insolvent?	YES	NO
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If you answered yes to any of the three questions above, please provide detail and reasons:

Details to the three questions above.	
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*Note: All information supplied in this application will be treated as strictly confidential and only used to determine the suitability of the applicant in the interests of protecting the Landlord's investment and property. I fully understand and consent that the Landlord or his representative may contact any references listed above and or obtain credit records from any applicable bureau for the purposes of determining character and or credit worthiness.*

I, the undersigned, declare that the information provided above is true and correct and accept and agree to the process and content as outlined in the guidelines section.

Signed on this the \_\_\_\_ Day of \_\_\_\_\_ in the year 20 \_\_\_\_

\_\_\_\_\_  
Applicant

<i>This block for admin purposes only</i>			
OWNER			
UNIT			
LIS REF #	SS		
ACCEPT	YES	NO	