

FOR OFFICE USE ONLY

RENTAL APPLICATION FORM

BELLBUOY PROPERTY PRACTITIONER:

BELLBUOY CLIENT REF No:

PROPERTY TO BE RENTED

ADDRESS:

PERIOD OF LEASE:

COMMENCEMENT DATE:

NON-REFUNDABLE CREDIT CHECK FEE R 187.55
NB* The credit fee is per applicant on the lease

DEPOSIT APPLICABLE: R _____

LEASE ADMINISTRATIVE FEE: R 1,399.00

MONTHLY ADMIN FEE: R 50.00

MONTHLY RENT (*Payable in advance monthly*): R _____

MONTHLY UTILITY BILL EXCLUSIVE OF MONTHLY RENT : **WATER, SWERAGE & REFUSE**

NB* All the amounts shown above must be paid in full before keys can be handed over for occupation.

DOCUMENTS TO ACCOMPANY THIS APPLICATION

The application will not be processed without the relevant documents attached

First Applicant

Second Applicant

Certified RSA identity document / passport		Certified RSA identity document / passport	
Certified proof of current address		Certified proof of current address	
3 (Three) x certified payslips		3 (Three) x certified payslips	
3 (Three) months original or bank stamped bank statements		3 (Three) months original or bank stamped bank statements	
Verified SARS tax number		Verified SARS tax number	

APPLICANT PERSONAL INFORMATION

APPLICANT 1

(Where married in community of property (ICOP) spouse to complete Applicant 2 details in full)

Client Relationship: New Business Relationship Existing Relationship

DOES THE CLIENT'S NAME APPEAR ON THE UN LIST? (If yes, refer to MLCO)	YES	NO
IS THE CLIENT A FOREIGN POLITICALLY EXPOSED PERSON? (QUESTIONNAIRE ON PAGE 3)	YES	NO
IS THE CLIENT A POLITICALLY EXPOSED PERSON / PROMINENT INFLUENTIAL PERSON? (QUESTIONNAIRE ON PAGE 3)	YES	NO

SURNAME: _____ FULL NAME/S: _____

ID NUMBER (attach copy): _____ TAX REFERENCE NUMBER: _____

PRESENT RESIDENTIAL ADDRESS: _____ CELL: _____

E-MAIL: _____ TEL: _____

EMPLOYERS NAME: _____ EMPLOYERS ADDRESS: _____

OCCUPATION: _____ WORK E-MAIL: _____ WORK TEL: _____

PERIOD OF EMPLOYMENT: _____ INCOME: _____

MARITAL STATUS

IF MARRIED, PLEASE CONFIRM IF YOU ARE MARRIED IN COMMUNITY OF PROPERTY? YES NO

NUMBER OF VEHICLES: _____ REG. NUMBER/S: _____ MAKE/MODEL: _____

NEXT OF KIN NAME: _____ RELATION: _____ TEL: _____

NEXT OF KIN ADDRESS: _____

PERSONAL REFERENCE - NAME: _____ ADDRESS: _____

E-MAIL: _____ TEL: _____

PERIOD OF LEASE: _____ COMMENCEMENT DATE: _____

CONSENT TO CREDIT CHECK (signature): _____

APPLICANT 1 CONTINUED...

CLIENT RISK PROFILE

RATE

1. Client's geographical location	1	2	3
2. Service type	1	2	3
3. Size of transaction	1	2	3
4. Client type	1	2	3
5. Client activities/ occupation (source of income/ wealth)	1	2	3
6. Client co-operation and behaviour	1	2	3
7. Client interaction (e.g., face-to-face)	1	2	3
8. Transaction within the client's financial means	1	2	3
Total			
LOW RISK	-8		
MEDIUM RISK	-16		
HIGH RISK	17+		

Should any client be classified as a medium or high risk, refer to MLCO for further information required

Property practitioner risk rating the client:

RISK FACTORS		RISK
1	GEOGRAPHICAL - Location of the clients	
1.1	Domestic – irrespective of where they are situated in South Africa	Low (1)
1.2	International (permanently or temporarily)	Medium (2)
2	SERVICE TYPE – type of legal service being rendered to the clients	
2.1	Property Sales (where the property is bonded)	Low (1)
2.2	Property Sales (where the property is not bonded)	Medium (2)
2.3	Residential Letting	Low (1)
2.4	Commercial Letting	Low (1)
2.5	Community Schemes Management	Low (1)
3	VALUE – Value of the property being transferred (applicable to conveyancing matters)	
3.1	R0 – R5 million	Low (1)
3.3	More than R5 million	Medium (2)
3.4	Any amount, which is accompanied by a bond	Low (1)
4	CUSTOMER RISKS	
	Customer Type	
4.1	Natural person, other than a PEP/PIP or FPEP	Low (1)
4.2	Natural person, where such a person is a PEP/PIP or FPEP	High (3)
4.3	'Simple' juristic or legal person/trust where the beneficial owner(s) is not a PEP/PIP or FPEP.	Low (1)
4.4	'Complex' juristic or legal person/trust	Medium (2)
4.6	Any juristic or legal person/trust where the beneficial owner(s) is a PEP/PIP or FPEP	High (3)
5	Customer Activities	
5.1	Natural person who earns a salary	Low (1)
5.2	Corporate Group Responsible for letting	Low (1)
5.2	Non-cash business that only concludes transactions in ZAR	Low (1)
5.3	Cash business	High (3)
5.4	Non-cash business that concludes transactions in foreign currency	High (3)
6	Customer Co-operation and Behavior	
6.1	Client has co-operated with all requests and willingly provided all required information and documentation.	Low (1)
6.2	Client has co-operated with the requests for information but there have been delays in providing the required information and documentation – however the delay can be reasonably explained	Low (1)
6.3	Client has co-operated with the requests for information but there have been delays in providing the required information and documentation.	Medium (2)
6.4	The display of any suspicious behavior or indicator of unusual business	High (3)
7	Customer Interaction	
7.1	Frequent face-to-face interaction with the client – physical or digital interaction	Low (1)
7.2	Minimal face-to-face interaction with client. Most of the business is conducted via telephone, internet, email etc.	Medium (2)
8	Client Affordability	
8.1	Transaction size falls within the client's means	Low (1)
8.2	Transaction does not fall within the financial means of the customer; however, the source of funds can clearly be traced (for example: an inheritance or pension money)	Low (1)
8.3	Transaction size falls outside the client's means	High (3)

PEP/PIP Questionnaire (Politically Exposed Persons/ Prominent Influential Persons)

	<i>Does the client hold, including in an acting position for a period exceeding 6 months, or has held at any time in the last 12 months, in the Republic one of the following? (Inclusive of close family members or close associates)</i>	Yes	No
	A prominent public function (including that of):		
1	The President or Deputy President		
2	A government minister or Deputy Minister		
3	The Premier of a Province		
4	A member of the Executive Council of a Province		
5	An executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998		
6	A leader of a political party registered in terms of the Electoral Commission Act, 1996		
7	A member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003		
8	The Head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994		
9	The municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000, or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2003		
10	The chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999		
11	The chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000		
12	A constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001		
13	An ambassador or high commissioner or other senior representative of a foreign government based in the Republic; or		
14	An officer of the South African National Defence Force above the rank of major-general		
	<i>Any of the following positions of a company, as defined in Companies Act, 2008, if the company provides goods or services to an organ of state and the annual transactional value of the goods or services or both exceeds an amount determined by the Minister by notice in the Gazette:</i>	Yes	No
1	Chairperson of the board of directors		
2	Chairperson of the audit committee		
3	Executive officer		
4	Chief financial officer.		
5	The position of head, or other executive directly accountable to that head, of an international organisation based in the Republic.		

Client signature: _____.

FPEP Questionnaire (Foreign Politically Exposed Person)

	<i>Is the client (currently or within the last 12 months) one of the following or a close family member or closely associated with one of the following:</i>	Yes	No
1	Head of State, Head of Country, or Government		
2	Member of a foreign royal family		
3	Government Minister or equivalent senior politician or leader of a political party		
4	Senior judicial officer		
5	Senior executive of a state-owned corporation		
6	High ranking member of the military		

Client signature: _____.

APPLICANT PERSONAL INFORMATION

NB* Please provide a certified copy of ID, income tax number, proof of income and proof of address to comply with FICA.

APPLICANT 2

(Where married in community of property (ICOP) spouse to complete Applicant 2 details in full)

Client Relationship: New Business Relationship Existing Business Relationship

DOES THE CLIENT'S NAME APPEAR ON THE UN LIST? (If yes, refer to MLCO)	YES	NO
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SURNAME: _____ FULL NAME/S: _____

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NEXT OF KIN ADDRESS: _____

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E-MAIL: _____ TEL: _____

CONSENT TO CREDIT CHECK (signature): _____

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4	A member of the Executive Council of a Province		
5	An executive mayor of a municipality elected in terms of the Local Government: Municipal Structures Act, 1998		
6	A leader of a political party registered in terms of the Electoral Commission Act, 1996		
7	A member of a royal family or senior traditional leader as defined in the Traditional Leadership and Governance Framework Act, 2003		
8	The Head, accounting officer or chief financial officer of a national or provincial department or government component, as defined in section 1 of the Public Service Act, 1994		
9	The municipal manager of a municipality appointed in terms of section 54A of the Local Government: Municipal Systems Act, 2000, or a chief financial officer designated in terms of section 80(2) of the Municipal Finance Management Act, 2003		
10	The chairperson of the controlling body, the chief executive officer, or a natural person who is the accounting authority, the chief financial officer or the chief investment officer of a public entity listed in Schedule 2 or 3 to the Public Finance Management Act, 1999		
11	The chairperson of the controlling body, chief executive officer, chief financial officer or chief investment officer of a municipal entity as defined in section 1 of the Local Government: Municipal Systems Act, 2000		
12	A constitutional court judge or any other judge as defined in section 1 of the Judges' Remuneration and Conditions of Employment Act, 2001		
13	An ambassador or high commissioner or other senior representative of a foreign government based in the Republic; or		
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2	Member of a foreign royal family		
3	Government Minister or equivalent senior politician or leader of a political party		
4	Senior judicial officer		
5	Senior executive of a state-owned corporation		
6	High ranking member of the military		

Client signature: _____.

OCCUPANTS DETAILS

Other than applicants details of ALL other persons that will be occupying the property must be provided in full

TOTAL NUMBER OF OCCUPANTS INCLUDING THE APPLICANT/S: _____

OCCUPANT 1

SURNAME:	FULL NAME/S:	AGE:	OCCUPATION:
RELATION TO APPLICANT/S		ID NUMBER:	
CELL:	TEL:	EMAIL	
NUMBER OF VEHICLES:	REG. NUMBER/S:	MAKE/MODEL:	

OCCUPANT 2

SURNAME:	FULL NAME/S:	AGE:	OCCUPATION:
RELATION TO APPLICANT/S		ID NUMBER:	
CELL:	TEL:	EMAIL	
NUMBER OF VEHICLES:	REG. NUMBER/S:	MAKE/MODEL:	

OCCUPANT 3

SURNAME:	FULL NAME/S:	AGE:	OCCUPATION:
RELATION TO APPLICANT/S		ID NUMBER:	
CELL:	TEL:	EMAIL	
NUMBER OF VEHICLES:	REG. NUMBER/S:	MAKE/MODEL:	

OCCUPANT 4

SURNAME:	FULL NAME/S:	AGE:	OCCUPATION:
RELATION TO APPLICANT/S		ID NUMBER:	
CELL:	TEL:	EMAIL	
NUMBER OF VEHICLES:	REG. NUMBER/S:	MAKE/MODEL:	

ALTERNATIVE ACCOMMODATION ADDRESS FOR OCCUPANTS _____

PETS

Permission to keep an animal / pet is subject to completion of a pet application form and consent of the owner in respect of a freehold property, and in respect of community schemes owner & body corporate where pets are permitted.

NUMBER OF PETS: _____

1. TYPE e.g., cat /dog:	BREED:	STERILISED?	AGE
2. TYPE e.g., cat /dog:	BREED:	STERILISED?	AGE
3. TYPE e.g., cat /dog:	BREED:	STERILISED?	AGE
4. TYPE e.g., cat /dog:	BREED:	STERILISED?	AGE

RENTAL HISTORY

Please state at least two recent occupation references

APPLICANT 1

CURRENT ADDRESS: _____

OCCUPATION PERIOD _____ Was the property rented through a Property Practitioner? YES NO

LESSOR/PROPERTY PRACTITIONER NAME: _____

LESSOR/PROPERTY PRACTITIONER TEL: _____

LESSOR/PROPERTY PRACTITIONER EMAIL: _____

REASON FOR MOVING TO NEW PREMISES: _____

CURRENT RENTAL AMOUNT IS WATER & SEREWAGE INCLUSE OR EXCLUSIVE : _____

PREVIOUS ADDRESS: _____

OCCUPATION PERIOD _____ Was the property rented through a Property Practitioner? YES NO

LESSOR/PROPERTY PRACTITIONER NAME: _____

LESSOR/PROPERTY PRACTITIONER TEL: _____

LESSOR/PROPERTY PRACTITIONER EMAIL: _____

REASON FOR MOVING TO NEW PREMISES: _____

APPLICANT TO COMPLETE FOR OFFICE INFORMATION

WHERE DID YOU HEAR ABOUT THE BELLBUOY GROUP: Bellbuoy Website Referral Other (Please Specify) _____

I AGREE TO RECEIVE RELEVANT PROPERTY INFORMATION: Yes No

I/we hereby declare that the details furnished herein are, to the best of my knowledge and belief true and correct and that I/we have inspected the property and am prepared to lease it in its present condition. I/we understand that should my application be approved I/we accept full responsibility for the payment of the rental and damages deposit and agree to comply with any present or future conditions, which may apply to me as a tenant. I/we further agree to the running of credit checks on the personal information supplied herewith.

You hereby declare and confirm that you, as the person/entity/body/individual/company who is providing information, do hereby irrevocably agree and understand that any/all information supplied or given to Bellbuoy herein may be processed and stored in respect of the property management services being rendered/intended to be rendered and only for the purpose of providing those services.

CREDIT INFORMATION

I/We the consent to and authorise the Landlord, and/or The Property Practitioner to: contact, request and obtain information at any time and from any credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of me/us; and provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of me/us to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the Tenant's dealings with the Landlord and/or The Property Practitioner.

SIGNED AT: _____ on this _____ day of _____ 20_____

SIGNATURE/S: _____

PRINT NAMES/S _____