



RENTAL APPLICATION

FOR OFFICE USE ONLY

BELLBUOY PROPERTY PRACTITIONER:

BELLBUOY CLIENT REF No.:

PROPERTY TO BE RENTED

ADDRESS:

PERIOD OF LEASE:

COMMENCEMENT DATE:

NON-REFUNDABLE CREDIT CHECK R 375.10

MONTHLY ADMIN FEE R 50.00

DEPOSIT APPLICABLE: R

ADMINISTRATIVE FEE: R

MONTHLY RENT (Payable in advance monthly): R

MONTHLY UTILITY BILL EXCLUSIVE /INCLUSIVE OF MONTHLY RENT (Please specify):

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

NB: APPLICANT/S PLEASE COMPLETE ONLY SECTIONS A, D, E, F, G & H ONLY

Company Application

SECTION A - TO BE COMPLETED BY THE APPLICANT

COMPANY INFORMATION

NB* Please provide a copy of the company registration documents, MOI, SARS registration number, proof of income and proof of address to comply with FICA.

DIRECTOR/ CEO/ MEMBER

Client Relationship	<input type="checkbox"/>	New Business Relationship	<input type="checkbox"/>	Existing Business Relationship	<input type="checkbox"/>
Resolution:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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

COMPANY NAME _____ REGISTRATION No. (if registered owner is a CC, Trust or so on): _____

SURNAME *Director/ CEO/ Member*: _____ FULL NAME/S: _____

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

COMPANY DOMICILIUM ADDRESS: _____

E-MAIL *Director/ CEO/ Member*: _____ TEL *Director/ CEO/ Member*: _____ TWITTER: _____

BUSINESS REF NAME: _____ REF. CONTACT PERSON: _____ REF TEL: _____

REF ADDRESS: _____

REF E-MAIL: _____ NATURE OF BUSINESS: _____

PERIOD OF LEASE: _____ COMMENCEMENT DATE: _____

COMPANY TWITTER: _____ COMPANY FACEBOOK: _____

CONSENT TO CREDIT CHECK (**Applicant/s to sign below**):

APPLICANT 1:

APPLICANT 2:

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SECTION B
APPLICATION INFORMATION

CLIENT RISK PROFILE

RATE

Client's geographical location	1	2	3
Service type	1	2	3
Size of transaction	1	2	3
Client type	1	2	3
Client activities/ occupation (source of income/ wealth)	1	2	3
Client co-operation and behaviour	1	2	3
Client interaction (e.g., face-to-face)	1	2	3
Transaction within the client's financial means	1	2	3
Total			

LOW RISK	-8
MEDIUM RISK	-16
HIGH RISK	17+

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SECTION C

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
	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)
	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)
	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)
	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)

RISK FACTORS		RISK
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)

SECTION D - APPLICANT TO COMPLETE

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.		

Company Application

5	The position of head, or other executive directly accountable to that head, of an international organisation based in the Republic.		
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SECTION D CONTINUED....

SECTION D - APPLICANT TO COMPLETE

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		

Applicant signature: _____.

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SECTION E – TO BE COMPLETED BY APPLICANT

COMPANY CONTACT PERSON

NB* Please provide details of person to be contacted regarding payments of the account and general advice.

CONTACT 1

SURNAME: _____ FIRST NAME: _____

POSITION: _____ E-MAIL: _____ TEL: _____

TO BE CONTACTED REGARDING? _____

CONTACT 2

SURNAME: _____ FIRST NAME: _____

POSITION: _____ E-MAIL: _____ TEL: _____

TO BE CONTACTED REGARDING? _____

COMPANY DOCUMENTS REQUIRED

COMPANY REGISTRATION DOCUMENTS		6 MONTHS BANK STATEMENTS	
MEMORANDUM OF INCORPORATION (MOI)		PROOF OF ADDRESS	
ID OF DIRECTORS/TRUSTEES		VERIFIED SARS TAX NUMBER	
PROOF OF INCOME (letter from auditor confirming average monthly income)			

The application will not be processed without the relevant documents attached

SECTION F – TO BE COMPLETED BY APPLICANT

OCCUPANCY DETAILS

Other than applicants details of ALL 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 _____

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SECTION F CONTINUED...

OCCUPANT 5

SURNAME: _____ FULL NAME/S: _____ AGE: _____ OCCUPATION: _____

RELATION TO APPLICANT/S _____ ID NUMBER: _____

CELL: _____ TEL: _____ EMAIL _____

ALTERNATE ACCOMODATION 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

SECTION G – TO BE COMPLETED BY THE APPLICANT

RENTAL HISTORY

Please provide details of any other premises that you currently rent

OTHER RENTALS 1:

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: _____

OTHER RENTALS 2:

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: _____



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SECTION H - TO BE COMPLETED BY THE APPLICANT

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.

CREDIT INFORMATION

I/We 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 _____