

MHG RENTALS

Rental Application



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Rental Application

Documentation Required for an Individual Application

- Tenant Payprop application form
Included in this document
- Tenant Credit check form
Included in this document
- Copy of your ID or smart card
smart card will require copy of front & back of the card.
- Latest 3 months bank statements
- Latest 3 months payslips and 6 months
if your income varies
- R85 application fee
- Debit Order Authorisation
- Monthly Expenses

Complete and sign the forms on the pages to follow and submit it along with the above documentation.

Documentation Required for a Company Application

- Tenant Payprop application form
Included in this document
- Tenant credit check form
Included in this document
- CK documents
- Latest 6 months bank statements
- Financial from an audit
- Tax clearance
- R120 application fee
- Debit Order Authorisation

Complete and sign the forms on the pages to follow and submit it along with the above documentation.

Account Name : South Ocean Properties
Account Number : 4079056147
Bank and Branch : ABSA - 632005 - Current



TENANT APPLICATION FORM

APPLICANT DETAILS

Surname:	Date of application:
Full names:	Cellular number:
ID:	Landline number:
Current residential address:	
Email:	Years that you have stayed there:

PROSPECTIVE PROPERTY APPLYING FOR

Address:	Monthly rental:
	Agency managing the rental:

EMPLOYMENT DETAILS

Current employer:	Contact number:
Monthly income: R	How long have you worked there?

SPOUSE DETAILS

Surname:	Full names:		
If married, please indicate which is applicable	<input type="checkbox"/> In community of property	<input type="checkbox"/>	<input type="checkbox"/> Out of community (antenuptial)

PERMISSIONS

The applicant agrees and allows the agent to contact, request and obtain information at any time and from any credit provider (or potential credit provider) or registered credit bureau, to assess the behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness of the applicant as potential tenant.

Subject to the agent complying with the Protection of Personal Information Act Number 4 of 2013 ("POPI"), the applicant consents to the agent accessing, storing, screening or processing its personal information, as defined in POPI.

On condition that this application is successful, the applicant agrees that the agency be allowed to send payment profile and related data of the tenancy of this property to any registered credit bureau.

Applicant

PAYPROP DEPOSIT GUARANTEE
CONSENT BY PROSPECTIVE TENANT TO PERFORM CREDIT CHECK

OFFICE 087 820 7260 | FAX 086 615 0176 | support@paypropcapital.com | www.paypropcapital.com

I, the undersigned, hereby grant my consent and authorise **(insert name of rental agent)** _____ to authorise Payprop Capital (Pty) Ltd to:

- a) Obtain my personal information from any credit provider or registered credit bureau, which information may be relevant to an assessment of my behaviour, profile, payment patterns, indebtedness, whereabouts, creditworthiness and tenancy behaviour, to use this information to compile the Tenant Assessment Report and / or to evaluate my eligibility for other products and services offered by Payprop Capital (Pty) Ltd;
- b) Make any reasonable enquiries to verify and research any details provided by me to **(insert name of rental agent)** _____ in my application to enter into the lease agreement;
- c) Access the files of any credit bureau to ascertain my credit profile when assessing this application and at any time during the currency of the lease managed by **(insert name of rental agent)** _____; and
- d) Furnish the Tenant Assessment Report, including without limitation, information concerning my behaviour, profile, payment patterns, indebtedness, whereabouts and creditworthiness to the **(insert name of rental agent)** _____ any registered credit bureau, credit provider or any prospective lessor seeking reference regarding my dealings with **(insert name of rental agent)** _____.

I understand that this authorisation and consent, unless revoked, will remain in force and effect.

Date	Applicant Name	Applicant ID Number	Applicant Signature

MONTHLY EXPENSES

INCOME

Gross salary	R
Nett salary	R
Other income	R
Debit order date	
	R

EXPENSES

Personal Loan	R
Vehicle (excl trade-in)	R
Insurance	R
Municipal	R
Credit card	R
Furniture	R
Clothing	R
Overdraft	R
Telephone	R
Transport	R
Food/Entertainment	R
Education	R
Maintenance	R
Household	R
Other	R
	R

TVDW Properties CC
T/A South Ocean Properties
4 Pearce Street,
BEREA 5241

PAYPROP BANK ACCOUNT DETAILS

The PayProp Sales Team is pleased to inform you of your PayProp Bank Account details. This letter is your confirmation of the details and contains important information that you should keep for your records.

Your account details are as follows:

ACCOUNT NAME : South Ocean Properties
ACCOUNT NUMBER : 4079056147
BANK AND BRANCH : ABSA - 632005 - Current

This account was opened by Property Payment Solutions (Pty) Ltd in terms of Act 112 of 1976, Section 32(1), for exclusive use by you for the receiving of rentals and distribution thereof through the use of the PayProp payment processing facility.

All payments received in lieu of properties loaded on to PayProp should be made into this account.

Where you have entered cellular numbers and/or e-mail addresses for tenants and they have been marked to be notified, PayProp will automatically notify them of the new account details by SMS and/or e-mail on the invoice day.

In the meanwhile it is suggested that you notify your tenants of the new account details and then a second time along with their Deposit IDs, once your data is loaded.

We are dedicated to providing outstanding support to our clients so that we can help you get the results you want with PayProp.

Should have you any questions, please feel free to contact us at support@payprop.com or phone us on 087 820 RENT (7368), Mondays to Fridays between 07:00 and 19:00 and Saturdays between 09:00 and 13:00.

Kind regards



Samantha Matthee
Head of Customer Services
samantha@payprop.com

* Mandatory information

** Required if account holder is a company or close corporation. Delete if not applicable.

LETTING AGENCY DETAILS

Agency Name	Contact Person	
<input type="text"/>	<input type="text"/>	
Position	Contact Number	E-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>

TENANT DETAILS

Name & Surname*	ID Number*	
<input type="text"/>	<input type="text"/>	
Address*		
<input type="text"/>		
Contact No. (Cell)*	Contact No. (Home)	Contact No. (Work)
<input type="text"/>	<input type="text"/>	<input type="text"/>

DEBIT ORDER DETAILS

Date of 1st Debit Order*	Debit Order Day
<input type="text"/>	<input type="text"/>
Property Details	Amount
<input type="text"/>	<input type="text"/>

BANK ACCOUNT FOR DEBIT ORDER COLLECTION

Name of Account Holder*	Name of bank	Account No*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Type*	Branch Code*	
<input type="checkbox"/> Current / Cheque <input type="checkbox"/> Savings <input type="checkbox"/> Other _____	<input type="text"/>	

PROPERTY PAYMENT SOLUTIONS (PTY) LTD PROCESSES ALL PAYMENTS.

I/we hereby authorise Property Payment Solutions (Pty) Ltd to draw against my/our account with the abovementioned bank (or any other bank or branch to which I/we may transfer my/our account) as per instruction of the Agent, the amount due by me to the Agent, when required by the Agent. All such withdrawals from my/our bank account by Property Payment Solutions (Pty) Ltd shall be treated as though I/we had signed them personally.

I/we understand that the withdrawals hereby authorised, will be processed by Property Payment Solutions (Pty) Ltd through a system known as the ACB Magnetic Tape Service (in the case of Bank Debit Orders) and I/we also understand that details of each withdrawal will be printed on my/our account statement.

I/we agree to pay any bank charges relating to this debit order instruction. This authority may be cancelled by me/us by giving the Agent thirty (30) days notice in writing, but I/we understand that I/we shall not be entitled to any refund of amounts withdrawn while this authority was in force if such amounts legally owed. Receipt of this instruction by the Agent shall be regarded as receipt thereof by my/our bank (whichever it is or will be).

**I/we hereby confirm that I/we have full authority to sign on behalf of the company / close corporation.

Signed at _____ on _____ 20 _____

Name of Account Holder

Signature of Account Holder

CONTACT

Mission Holding Group Properties (Pty) Ltd

Shop 6, Beacon Bay Crossing
Bonza Bay Road, Beacon Bay
East London, 5241
South Africa

043 726 0551

www.missionholdinggroup.co.za

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