



208 Bird Street
Stellenbosch, 7600
P O Box 32
Stellenbosch, 7599
Tel: (021) 888 7400
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Dear Applicant,

RE: PROCEDURE TO APPLY FOR ACCOMODATION

1. You will be supplied with two **application forms** – one for the person signing the lease agreement and responsible for rental payment (APPLICATION – LESSEE), and another application form for the person who wishes to occupy the unit (APPLICATION – RESIDENT).
2. Both the lessee and resident must supply us with a copy of his / her **ID and proof of current residential address**. If you are not a South African citizen, please supply us with a copy of your **passport**, and **valid Visa**, where applicable.
3. Please supply us with a **salary advice**, or a letter from your employer which clearly shows your monthly income, as well as 3 month's bank statements.
4. If you are **self-employed**, please supply us with 6 month's bank statements **and** a letter from your bank / accountant to verify your income.
5. In the following instances a **surety** will be required to sign on behalf of the applicant (please keep in mind that all of the information listed above will be required from the surety in order to process a rental application)
 - if the applicant is a **student**
 - if the applicant is applying with a **bursary**
 - if the applicant **does not** have a fixed monthly income
 - if the applicant is under the age of 21
6. Please note that if there is more than one application for a unit, the **owner** of that specific unit makes the **final decision**. Once your application has been approved by the owner, we will contact you to finalise the lease agreement documentation.
7. The process could take up to **7 days**, depending on how soon we receive your complete application.
8. The lease agreement will be faxed or emailed to you for your signature, as well as a breakdown of all fees payable.
9. We do not rent out rooms; you will therefore need to lease the whole unit, except if advertised differently.

Typical payment breakdown:

Kindly note that the deposit does not include the first month's rent.

Deposit:	2 (two) month's rental (to be kept in a trust account for the duration of your lease)
Remote & Panic remote deposit:	R 798.00
Admin fee:	R 977-50 (once-off fee)
Monthly Rental:	as per discussion; payable on or before the 1 st of each month in advance

You are only guaranteed the unit applied for once the lease agreement has been signed, and the full amounts are paid.

We look forward to hearing from you, and receiving your application.

Kind regards,

SHIBBOLET ESTATES (PTY) LTD