



## A+ Properties - Tenant Screening & Risk Assessment Application

Primary Applicant Screening Fee: R695

Secondary Applicant Screening Fee (Optional – only if screening is requested): R400

### Property & Applicant Information

Property Address: \_\_\_\_\_  
 Monthly Rental: \_\_\_\_\_ Deposit: \_\_\_\_\_  
 Occupation Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_

#### TENANT 1 (Primary Applicant)

Full Name: \_\_\_\_\_  
 ID/Passport No: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Period Employed: \_\_\_\_\_  
 Gross Income: \_\_\_\_\_  
 Net Income: \_\_\_\_\_  
 Other Income: \_\_\_\_\_  
 Monthly Debt Repayments: \_\_\_\_\_  
 Dependants: \_\_\_\_\_  
 Current Landlord/Agent: \_\_\_\_\_  
 Current Rental: \_\_\_\_\_  
 Reason for Moving: \_\_\_\_\_  
 Occupants: \_\_\_\_\_  
 Pets: \_\_\_\_\_  
 Smoking: Yes / No \_\_\_\_\_  
 Vehicle Registration(s): \_\_\_\_\_

#### Tenant 2 (Co-Applicant)

Screen Tenant 2?  YES (+R400)  NO

Full Name: \_\_\_\_\_  
 ID/Passport No: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Gross Income: \_\_\_\_\_  
 Period Employed: \_\_\_\_\_  
 Net Income: \_\_\_\_\_  
 Current Landlord/Agent: \_\_\_\_\_  
 Current Rental: \_\_\_\_\_  
**Previous Landlord / Agent:** \_\_\_\_\_  
**Contact Number:** \_\_\_\_\_  
**Period Occupied:** \_\_\_\_\_

**Required Documents (All applicants)** Submission of this application does not reserve the property. The property may remain available to other applicants until a lease agreement has been signed and all required funds have been received and cleared.

- ID / Passport copy for all adult occupants
- Proof of residential address
- Latest payslip or proof of income
- 3 months bank statements
- 6 months bank statements (self-employed or commission earners)
- Work permit (if not a South African citizen)
- Any additional documents reasonably requested



**A+ Properties acts as agent for the Landlord and performs screening, verification, risk assessment and related services on behalf of the Landlord.**

**Consent, POPIA & Ongoing Verification**

A+ Properties acts solely as agent for the Landlord and not as agent for the Applicant. The Applicant acknowledges that all screening, verification, risk assessment and related services are performed on behalf of the Landlord. I/We authorise A+ Properties, acting as agent for the Landlord, to collect, process, store, verify and share personal information for tenant screening, lease applications, risk assessments, property management and rental transactions. I/We authorise A+ Properties to conduct credit, affordability, identity, employment, banking, rental history and risk assessment checks through TPN, registered credit bureaus, employers, landlords, managing agents, references, financial institutions, fraud prevention databases and other relevant sources.

I/We authorise A+ Properties to provide services on behalf of the Landlord and to share relevant information with the Landlord, attorneys, credit bureaus, debt recovery agents and other professionals involved in evaluating this application or administering any resulting tenancy.

I/We acknowledge that A+ Properties cannot commence, complete or issue a Tenant Screening & Risk Assessment Report until all required supporting documents, a fully completed application form and proof of payment of the applicable screening fee have been received.

I/We understand that delays in providing any required information or documentation will delay the assessment process and that A+ Properties reserves the right to suspend, delay or decline the assessment until all required information has been received.

I/We acknowledge that the Tenant Screening & Risk Assessment Fee covers administrative costs, credit checks, verification procedures, affordability assessments, risk assessments and professional evaluation services. Once processing has commenced, screening fees are non-refundable irrespective of the outcome of the assessment.

I/We acknowledge that screening, verification and risk assessments may be conducted before occupation and may be repeated during the tenancy where reasonably required for lease renewals, arrears management, compliance monitoring, risk assessment, debt recovery, property management or any other lawful purpose connected to the administration of the tenancy.

I/We authorise A+ Properties to contact any employer, current landlord, previous landlord, managing agent, reference, financial institution or other person or organisation for purposes of verifying information supplied in this application.

I/We consent to A+ Properties retaining records relating to this application, screening process and tenancy for legal, compliance, audit, dispute resolution and business purposes for a reasonable period following termination of any tenancy.

I/We acknowledge that any recommendation issued by A+ Properties is an independent professional opinion based on the information available at the time of assessment and may change if additional information becomes available.

I/We understand and acknowledge that A+ Properties does not guarantee future tenant behaviour, payment performance, employment stability, affordability or compliance with any lease agreement and that the final decision to approve or decline an applicant remains the sole responsibility of the Landlord.

I/We authorise A+ Properties to verify any information contained in this application at any time during the application process or tenancy and acknowledge that refusal to cooperate with verification requests may result in the application being declined.

I/We understand that the payment of a screening fee does not guarantee approval of this application, occupation of the property or the conclusion of a lease agreement.

I/We further acknowledge that the submission of this application does not create a lease agreement, reservation, tenancy or right of occupation and that occupation may only occur once a lease agreement has been signed by all parties and all required funds have been received and cleared.

I/We confirm that all information supplied is true, complete and correct and understand that any false, misleading or omitted information may result in the application being declined or any lease agreement being cancelled where legally permissible.

**Bank: FNB Account Type: Current Account Account Number: 63139150716**

**Account Name: A PLUSPROPERTIES**

**Reference: Applicant Surname + Property Address**

**Proof of Payment: [applications@apluspro.co.za](mailto:applications@apluspro.co.za)**

**Assessment Turnaround Time:**

A+ Properties aims to complete Tenant Screening & Risk Assessment Reports within 1 to 2 business days after receipt of:

- A fully completed application form;
- All required supporting documents; and
- Proof of payment of the applicable screening fee.

Additional verification requirements may increase turnaround times.

Applicant 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_