

CLIENT RISK ASSESSMENT FORM | TENANT

Please complete the form in all fields in **black ink**. The completed form must be given to the Risk Officer to sign off before being placed in the transaction file. Please make use of the notes section to relay any information you may find relevant to the risk assessment of this transaction.

Client name(s) & surname/ Entity name			
Designated Representative, if applicable			
Transaction relating to client (physical address)			
Estate Agent			
Date of completion			
QUESTIONS	LOW RISK	MEDIUM RISK	HIGH RISK
Is this a one-off/ single transaction of high value? If 'yes', is the offering price above average for the type of property and area in which it is located? (Guide - No – Low Risk / Low risk / Yes – High Risk)			
Is the client a natural person? (Guide -No – High Risk / Yes – low/ medium Risk)			
Is the client an Entity (Company/Trust/ CC/ Partnership, etc.) (Guide -No – Low Risk / Yes – High Risk)			
Is the client anonymous – <i>Refer to Risk Compliance Officer immediately!</i> (Guide - No – Low Risk / Yes – High Risk)			
Is the client South African or a foreign national? (Guide -South African – Low Risk / Foreign National – High Risk)			
Do you know the source of the tenant's income which will be used to pay the rent? (Guide – Yes – Low risk, No – High Risk)			
Does the client insist on paying in cash? (Guide -Yes – High risk/ partial cash payment – Medium Risk/ No- Low Risk)			
Has the client at all indicated or refused to produce the required documentation for identification and verification as per FICA (Guide -No – Low Risk , Requires an extension to get all the documentation –Medium, Yes – High Risk)			
NOTES / CONSIDERATIONS (Any notes or comments from the agent)			
RISK OFFICER ASSESSMENT	Assessment	Reason	
Final risk category after considerations			
Have all the CDD information been received from the agent?			
Agent Signature		Compliance Officer Signature	