

CHECKLIST FOR RENTAL AGENTS

For the Tenant:

☐ Completed Rental Application Form

- With full contact details, employment history, and references.

☐ Certified ID Document

- South African ID or passport for foreign nationals.

☐ Proof of Income

- Three to six months' bank statements.
Recent payslips or employment confirmation letter.
If self-employed, send financial statements or a letter from an accountant.

☐ Credit Check Authorization

- Consent to perform a credit check, as well as details of any previous landlords if applicable.

☐ Proof of Residence

- Recent utility bill or any official document showing current residence.

☐ Reference Letters

- Previous landlord or property manager references to confirm rental history.

☐ Deposit Payment

- Usually equal to one- or two-months rent, paid upfront.

☐ Application Fees (if applicable)

- R 1500.00 New tenant to pay with deposit and first month rental before tenant moves in.

☐ CDD AND CRA Documents

☐ Outgoing Inspection Fee Costs

- R550 + VAT – outgoing inspection (Due by Tenant)

For the Landlord:

☐ Certified ID Document

- South African ID or passport for foreign nationals.

☐ Proof of Property Ownership

- Title deed or proof that they own the property being rented.

☐ Municipal Account Details

- Latest utility bill showing the property's municipal account.

☐ Bank Account Details

- For direct deposit of rental income.

☐ Property Condition Report

- Condition checklist and inventory list for furnished rentals.

☐ Electricity Compliance Certificate (ECOC)

- A legal requirement that certifies electrical installations are up to standard.

☐ Lease Agreement Template

- Approved lease template or willingness to approve agency-provided agreement.

☐ Key Handover Confirmation

- If not using an agent to manage this, a record of when and how keys are transferred.

☐ Mandatory Disclosure

- If not using an agent to manage this, a record of when and how keys are transferred.

☐ Mandate Agreement

☐ CDD and CRA Documents

☐ Ingoing Inspection Fee

- R550 + VAT – ingoing inspection (Due from Landlord – to be deducted from 1st months Rental).

Additional Documentation (as Needed):

- FICA Documentation (Financial Intelligence Centre Act Compliance):

☐ Both parties should provide any additional documents requested under FICA regulations for anti-money laundering.