Porchlight

Renting, with the light on.

Rental application

One form for each adult (18 or older) who will live in the home or sign the lease.

Thank you for your interest in the home. You can type straight into this PDF in Adobe Acrobat Reader, Preview (Mac), or the Chrome or Edge browser; save it, then send it with your documents to the contact in section 1. If you prefer, print it, fill it in by hand and send a clear scan. Anything marked optional can be left blank. How your information is looked after is set out in section 12.

1 The home, and who you're applying to

Completed by the landlord or their representative before this form is sent to you.

Address of the home

Monthly rent (R)

Deposit (R)

Available from

Lease term offered

Screening fee per adult (R)

Landlord (the owner)

Landlord's representative or managing agent, if any

Contact person for this application

Phone or WhatsApp

Email

2 Your application

Preferred move-in date

Lease length you'd like

How did you hear about the home?

Have you viewed the home? ☐ Yes, in person ☐ Yes, by video call ☐ Not yet

3 About you

First names (as on your ID)

Surname

SA ID number, or passport number

Date of birth

Nationality

If you're not an SA citizen: permit or visa type

Permit or visa expiry date

Cellphone

WhatsApp number, if different

Email

Current residential address

Time at this address

4 Who will live in the home

Number of adults (18+)

Number of children

Number of vehicles

Vehicle registration numbers (for estate access)

Names of the other adults. Each adult completes their own form, and so does your spouse if you're married in community of property.

Pets? ☐ No ☐ Yes
If yes: type, breed and size

Does anyone in the household smoke? ☐ No ☐ Yes, outside only ☐ Yes

5 Where you live now

At the moment I'm ☐ Renting ☐ In my own home ☐ Living with family ☐ Other

Current landlord or agent: name | Their phone | Their email

Rent you pay now (R) | Notice given on (date) | Reason for moving

Previous address and landlord, if you've been at your current address less than 2 years (optional)

Have you ever been evicted or had a lease cancelled, or are you behind on rent now? ☐ No ☐ Yes

6 Work and income

I am ☐ Permanently employed ☐ On contract ☐ Self-employed ☐ Retired ☐ Student ☐ Other

Employer or business name | Job title or role

Employer address | Start date (or years trading)

HR or payroll contact: name | Their phone | Contract end date, if on contract

Gross monthly income (R) | Net (take-home) monthly income (R) | Other regular income: source and amount (optional)

7 Monthly commitments

Total monthly debt repayments: loans, cards, vehicle finance (R) | Other fixed monthly costs, e.g. school fees (optional) (R)

In the last 5 years, any judgment, debt review, administration or sequestration? ☐ No ☐ Yes

If you answered yes here or in section 5, please explain briefly. Being upfront helps: a past difficulty isn't an automatic no.

8 Who will pay the rent

If anyone else will pay the rent or help to pay it, such as a parent or guardian for a student, they complete and sign this section. They're screened in the same way as you, with their consent, and if the application succeeds they sign a suretyship with the lease, which makes them responsible for the rent if it isn't paid. Full-time students can leave their own income in section 6 blank.

The rent will be paid by ☐ Me ☐ Someone else ☐ Me, with help from someone else

Rent payer: full names and surname

Relationship to you

SA ID or passport number

Cellphone

Email

Residential address

Employer or business name

Job title or role

Employer phone

Gross monthly income (R)

Net monthly income (R)

Monthly debt repayments (R)

Amount they'll pay each month (R)

☐ **Rent payer's documents.** Their ID, last 3 payslips and last 3 months' bank statements (self-employed: 6 months' statements and latest financials) are attached.

☐ **Rent payer's consent.** I consent to the landlord and their representative using my information above to assess this application; to my credit report being obtained from a registered credit bureau; to my rental payment history and identity being checked with TPN (or a similar bureau); and to my employer being contacted. My information is true and complete, and is handled as set out in section 12.

☐ **Rent payer's undertaking.** I agree to pay the amount above each month and, if the application succeeds, to sign a suretyship for the tenant's obligations under the lease.

Rent payer's full name

Signature (or type full name)

Date

9 Emergency contact

Emergency contact who won't live with you: name

Relationship

Phone

10 Documents to send with this form

Please send PDFs where you can. Bank statements should be downloaded from your banking app or internet banking (or stamped by the bank), not screenshots or edited files.

☐ Copy of your ID or passport, and your valid permit or visa if you're not an SA citizen

☐ Your last 3 payslips

☐ Your last 3 months' bank statements, showing your income and your current rent

☐ If self-employed: 6 months' personal and business bank statements, and your latest financial statements or SARS assessment (ITA34)

☐ If you're on contract or started your job less than 6 months ago: a letter from your employer confirming your role, salary and start date

☐ If you're a student: proof of registration for this year. Whoever pays your rent sends their own documents (section 8).

☐ Proof of your current address, not older than 3 months

11 The screening fee

Like letting agents, we check every applicant's credit record, rental payment history and identity through a registered credit bureau (TPN Credit Bureau or similar). Here is how the fee works, so there are no surprises:
When: we only ask for it once you've viewed the home and we've confirmed we'd like to take your application further. We never take a fee before a viewing.
How much: the amount in section 1, for each adult applicant. It's what the checks cost; no profit is made on it, and you'll get a receipt.
Refunds: the fee pays for checks that are completed as soon as they're run, so it can't be refunded once they're done, whatever the outcome. If we decide not to run them, you get it back in full.
Tip: you're entitled to one free credit report a year from each credit bureau, so you can look over your own record before you apply.

Fee paid on (date)

Payment reference

☐ I understand how the screening fee works, and that it isn't refundable once the checks have been run.

12 Your consent

Please tick each box. "We" and "us" means the landlord named in section 1 and, if one is named, their representative or managing agent. We can't assess an application without these consents.

☐ **Personal information (POPIA).** I consent to the landlord (the responsible party) and their representative collecting and using the personal information in this form and my documents to assess this application and, if it succeeds, to prepare and manage the lease.

☐ **Credit check.** I consent to my credit report being obtained from a registered credit bureau, to assess my application for this rental, as the National Credit Act allows with my consent.

☐ **Rental history and identity.** I consent to my rental payment history being checked with TPN Credit Bureau (or a similar bureau), and to my identity being verified against Department of Home Affairs records through that bureau.

☐ **References.** I consent to you contacting my employer, my current and previous landlords, and anyone I've named here, to confirm what I've told you.

☐ **Payment record.** I understand that if I become a tenant, my rent payment record may be reported to TPN. Paying on time builds a good rental record.

☐ **Accuracy.** Everything in this application is true and complete. I understand that false or misleading information, or altered documents, is grounds to decline my application or to cancel a lease.

☐ **Applying isn't a lease.** I understand that applying doesn't reserve the home. The home is secured only once I've accepted a written offer, my deposit and first month's rent have cleared, and both parties have signed the lease.

How your information is looked after. It is used only for this application and, if you become the tenant, your tenancy. It is shared only with the credit bureau and the people you've named above, never sold, and stored securely. If your application doesn't succeed, your form and documents are deleted within 3 months unless you ask us to keep them for a future vacancy. You may ask the contact in section 1 to see, correct or delete your information at any time, and you may complain to the Information Regulator (inforegulator.org.za).

Fair to everyone. Every application is assessed on the same criteria: affordability, credit and rental history, and references. As required by the Rental Housing Act, we don't discriminate on the grounds of race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth.

About this form. Porchlight provides this template for landlords to use. Porchlight isn't a letting agent and isn't a party to your application or lease.

13 Declaration and signature

Full name

Date

Place

Signature (sign here, or type your full name to sign electronically)

For the landlord's use

Received

Viewed

Fee received

Checks done

Outcome and date