



Application Form

MENLYN RESIDENCES | HATFIELD COMMUNE | HATFIELD UNITS | MUCKLENEUK APARTMENT



PLEASE READ THE INSTRUCTIONS CAREFULLY IN ORDER TO COMPLETE THE APPLICATION FORM CORRECTLY.



The following documents will be required for your application to be fully processed

From applicant

- Fully signed application form
- Copy of applicants Identity Documentation / Passport
- Original certified proof of current residential address (Not older than 3 months)
- Proof of academic registration at institute of studies (If applicable)
- NSFAS confirmation letter (If applicable)
- Confirmation of bursary letter (If applicable)

From account payer

- 3 Months' recent bank statements, and 3 months' salary slips.
- Proof of income
- Copy of account payers Identity Documentation / Passport and proof of residence
- Proof of residence

HOW DOES IT WORK?



DOWNLOAD IT

Go to our website and check out our rooms and apartments (www.smartshelter.net). See something you like?

Go to contact and download our application form to get the PDF



FILL IT

Complete the application form and make sure that you gather all the required documentation.



SEND IT BACK

Send back your application form (View form on next page) and all supporting documents to smartshelterhpc2@gmail.com

1ST APPLICANT DETAILS

1ST APPLICANT PERSONAL INFORMATION

Full Name/s	<input type="text"/>	Surname	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Date of birth	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female Disability <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a South African citizen? If not, where are you from?		ID/Passport number	
Yes	No	<input type="text"/>	
Current residential address			
<input type="text"/>			

ACADEMIC INFORMATION (For students only)

Institute / University	<input type="text"/>	Student number	<input type="text"/>
Which year of study are you registering for in 2021? <input type="checkbox"/> 1st year <input type="checkbox"/> 2nd year <input type="checkbox"/> 3rd year <input type="checkbox"/> Honours <input type="checkbox"/> Masters			
What is the current status of application for study at the institute you applied for? <input type="checkbox"/> Provisional <input type="checkbox"/> Approved			

2ND APPLICANT DETAILS

2nd APPLICANT PERSONAL INFORMATION

Full Name/s	<input type="text"/>	Surname	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Date of birth	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female Disability <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a South African citizen? If not, where are you from?		ID/Passport number	
Yes	No	<input type="text"/>	
Current residential address			
<input type="text"/>			

ACADEMIC INFORMATION (For students only)

Institute / University	<input type="text"/>	Student number	<input type="text"/>
Which year of study are you registering for in 2021? <input type="checkbox"/> 1st year <input type="checkbox"/> 2nd year <input type="checkbox"/> 3rd year <input type="checkbox"/> Honours <input type="checkbox"/> Masters			
What is the current status of application for study at the institute you applied for? <input type="checkbox"/> Provisional <input type="checkbox"/> Approved			

PERSON RESPONSIBLE FOR LEASE ACCOUNT**PARENT / GUARDIAN CONTACT INFORMATION**

Name Surname
Mobile Email

Are you a South African citizen? If not, where are you from?

Yes No

ID/Passport number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Current residential address (Street name and number / Unit / complex)

Postal address

Current Net salary

FEES MANAGEMENT**PERSON / ENTITY RESPONSIBLE FOR RESIDENCE FEES PAYMENTS**

Who is responsible for the payment of your residence fees?

A Parent/Guardian B Bursary Covers Res Fees In full C Partly paid

CONTACT DETAILS OF PERSON/ORGANISATION RESPONSIBLE FOR PAYMENT

Title Initial Surname
Mobile Email
Reference number

BURSAR CONTACT DETAILS

Name of bursar (Company name, etc)
Mobile Email

ROOM REFERENCE**PLEASE MARK THE RELEVANT ROOM THAT YOU ARE APPLYING FOR**

MENLO PARK APARTMENTS

Room to share Yes NoEn-suite bathroom Yes No

REFERENCE:

Which year are you applying for? Expected arrival date

T'S & C'S

T'S & C'S

- I/We hereby declare that the information provided in this application (on all completed pages) are to the best of my/our knowledge and belief, true and correct.
- I/We declare that I/we have personally inspected the premises applied for.
- I/We are aware that no pets will be allowed to be kept on the premises.
- If my/our application is approved, I/we agree to sign SmartShelter standard lease agreement, of which a draft will be provided
- I/We are aware that one month's deposit as well as the first month of rent will be payable immediately after this application is approved.
- I/We are aware that the notice period of the end of the initial period of lease agreement will be between 30 (thirty) and 40(fourty) Business Days prior to the expiry of the Initial Period.
- I/We agree that if my/our application is approved and the deposit paid and I/we withdraw this application after this application is approved, I/we shall not retrieve our deposit.
- I/We are aware that a R1000 admin fee is payable when the application has been accepted for drawing up of the lease agreement. (Unless discount applies)
- I/We are aware that for any payment that would not reflect immediatly in our account, a proof of payment would need to be provided.

SUPPORTING DOCUMENTS CHECKLIST

1ST APPLICANT

APPLICANT	✓
Certified copy of ID/Passport	<input checked="" type="checkbox"/>
Proof of residence	<input type="checkbox"/>
Proof of academic registration (If applicable)	<input type="checkbox"/>
Fully signed application form	<input type="checkbox"/>
Confirmation of bursary letter (If applicable)	<input type="checkbox"/>
NSFAS confirmation letter (If applicable)	<input type="checkbox"/>
ACCOUNT PAYER	
3 months bank statement (Not older than 3 months)	<input type="checkbox"/>
Proof of income (Not older than 3 months)	<input type="checkbox"/>
Proof of residence	<input type="checkbox"/>
Certified copy of ID/Passport	<input type="checkbox"/>

2nd APPLICANT

APPLICANT	✓
Certified copy of ID/Passport	<input checked="" type="checkbox"/>
Proof of residence	<input type="checkbox"/>
Proof of academic registration (If applicable)	<input type="checkbox"/>
Fully signed application form	<input type="checkbox"/>
Confirmation of bursary letter (If applicable)	<input type="checkbox"/>
NSFAS confirmation letter (If applicable)	<input type="checkbox"/>
ACCOUNT PAYER	
3 months bank statement (Not older than 3 months)	<input type="checkbox"/>
Proof of income (Not older than 3 months)	<input type="checkbox"/>
Proof of residence	<input type="checkbox"/>
Certified copy of ID/Passport	<input type="checkbox"/>

I confirm that all information furnished is complete and accurate.	Application date:
.....
1st Applicant name and signature	1st Applicant parent / guardian signature
.....
2nd Applicant name and signature	2nd Applicant parent / guardian signature



Please email all your documents to smartshelterhpc2@gmail.com