

APPLICATION FORM FOR SENIOR ACCOMMODATION

GENERAL INFORMATION

1. Accommodation for seniors consists of individual flats/ rooms and sharing facilities.
2. Considerations will be given to the demographic profile of the complex and of our overall tenant population.
3. No pets allowed in our premises.
4. Enquiries will be made into each applicant's financial situation, which includes credit checks, a deeds search and may include an assessment of moveable and immovable assets.
5. Credit worthiness.
6. Rental is only payable by debit order on the 1st of every month.
7. Approved applicants will be required to pay a deposit equal to 2 months rent.
8. Willingness to abide by the lease agreement. Successful applicants cannot conduct any activity which interferes with or limits the rights of other tenants or which is expressly prohibited under the lease, health and safety regulations or any other law. Applicants cannot intimidate, discriminate or retaliate against the landlord or any tenant for exercising any right under the lease, or any other law.
9. Capacity to live independently.

Selection Criteria for senior accommodation

- Applicants between age 50 and 65 years who are officially retired or who are still economically active and have no dependents may apply for seniors' accommodation.
- Applicants with an income of less than R1 500 per month will have to provide Communicare with an undertaking by approved leaseholder. He/she/they would be responsible for the payment of the full monthly rent in terms of the lease agreement as well as all related costs should they default upon successful allocation of a unit.
- Applicants and the leaseholder will be subjected to an interview with a Social Development Officer and subject to the findings of the officer, a decision will be taken as to whether or not the applicant qualifies for accommodation.
- Applicants must be able to care for themselves as our facilities are not old age homes and do not have any sick bays.

Submit the following certified documents with the application form:

- Proof of Identity and Nationality (i.e. certified copy of ID document).
- Proof of Income (i.e. 3 months' Salary Advice or Payslip / SASSA or other Pension Payment Advice / IT34)
- Proof of current physical address
- 3 Months Bank Statement (this information should not be more than three (3) months old)/ proof of SASSA income.
- Certified copy of marriage certificate or divorce order where applicable.
- Proof that the applicant/spouse/partner is permanently disabled and in receipt of a disability grant from the Department of Social Development (if applicable).

**COMPLETED APPLICATION FORM WITH SUPPORTING DOCUMENTS
MUST BE EMAILED TO rental@communicare.org.za**

APPLICANT FORM

Building Name of Accommodation applying for : _____

Date of occupation : _____ Monthly rental R _____

Parking required :

YES	NO	*Due to limited parking in our buildings, kindly confirm the availability of parking with the leasing department.
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Car Reg. No : _____

Title Mr / Mrs / Miss / Dr / etc : _____

FULL NAME of applicant : _____

Cell No : _____ Date of birth : _____

ID or Passport No : _____

Present Address : _____

How long living/leasing/owning the above address : _____

Landlord/Agent/Family : _____ Tel : _____

Present Employer (Company) : _____ Tel : _____

Address : _____

Fax : _____ Your E-mail : _____

Period working : _____

Occupation/Title/If Self Employed Nature of business : _____

Monthly income Gross (before deductions): R _____ Net (after): R _____

FULL NAME of 2nd Occupant : _____ Cell No : _____

Date of birth : _____ ID or Passport No : _____

Present Employer (Company) : _____ Tel : _____

Address : _____

Fax : _____ Your E-mail : _____

Period working : _____

Occupation/Title/If Self Employed Nature of business : _____

Monthly income Gross (before deductions): R _____ Net (after) : R _____

1. Next of Kin (Emergency contact person) : _____ State relationship : _____
 Address : _____
 Telephone No : _____ Cell phone No _____

2. Next of Kin (Emergency contact person) : _____ State relationship : _____
 Address : _____
 Telephone No : _____ Cell phone No _____

DECLARATION AND CONSENT:

In this declaration, the singular "I" and "my" should be read to include the plural "we" and "our"

I understand that the provision of the accompanying advertisement are part of the conditions of application and I have read them. I declare that all information provided is true and correct to the best of my knowledge. I understand that any misrepresentation made in this application or in additional information I may supply to Communicare may render me ineligible for Communicare accommodation.

I authorize Communicare to undertake any enquiries necessary to arrive at a decision concerning my application for accommodation and to conduct such enquiries from time to time during tenancy. These would include, but are not limit to enquiry into my personal information and credit record(s) with any credit reference agency. I further consent to the company carrying out identity and fraud prevention checks and sharing information relating to this application through fraud prevention agencies.

I understand and accept the terms and conditions of this application. I also understand that Communicare is unable to guarantee accommodation to applicants.

I understand that either withholding or giving false information will disqualify my application.

Initial and Surname _____ Date _____ Signature:

Initial and Surname _____ Date _____ Signature:

LEASEHOLDER APPLICATION FORM

Mr / Mrs / Miss / Dr / etc : _____

FULL NAME of leaseholder : _____

Cell No : _____ Date of birth : _____

ID or Passport No : _____

Present Address : _____

How long living/leasing/owning the above address : _____

Landlord/Agent/Family : _____ Tel : _____

Present Employer (Company) : _____ Tel : _____

Address : _____

Fax : _____ Your E-mail : _____

Occupation/Title/If Self Employed Nature of business : _____

Monthly income Gross (before deductions): R _____ Net (after): R _____

FULL NAME of 2nd Leaseholder : _____ Cell No : _____

Date of birth : _____ ID or Passport No : _____

Present Employer (Company) : _____ Tel : _____

Address : _____

Fax : _____ Your E-mail : _____

Occupation/Title/If Self Employed Nature of business : _____

Monthly income Gross (before deductions): R _____ Net (after) : R _____

Submit the following certified documents with the leaseholder form:

- Proof of Identity and Nationality (i.e. certified copy of ID document).
- Proof of Income (i.e. 3 months Salary Advice or Payslip / SASSA or other Pension Payment Advice / IT34)
- Proof of current physical address
- 3 Months Bank Statement (this information should not be more than three (3) months old.
- Certified copy of marriage certificate or divorce order where applicable.
- Proof of residential address (e.g. utility bill/ existing lease agreement).
- If self-employed – six months bank statement.

LEASEHOLDER FORM: DECLARATION AND CONSENT:

In this declaration, the singular “I” and “my” should be read to include the plural “we” and “our”

I understand that the provision of the accompanying advertisement are part of the conditions of application and I have read them. I declare that all information provided is true and correct to the best of my knowledge. I understand that any misrepresentation made in this application or in additional information I may supply to Communicare may render me ineligible for Communicare accommodation.

I authorize Communicare to undertake any enquiries necessary to arrive at a decision concerning my application for accommodation and to conduct such enquiries from time to time during tenancy. These would include, but are not limit to enquiry into my personal information and credit record(s) with any credit reference agency. I further consent to the company carrying out identity and fraud prevention checks and sharing information relating to this application through fraud prevention agencies.

I understand and accept the terms and conditions of this application. I also understand that Communicare is unable to guarantee accommodation to applicant/s.

I understand that either withholding or giving false information will disqualify my application.

Should this application be successful and the applicant is accepted to our senior accommodation (which I/we understand and accept is not a guarantee):

- I/We accept and understand that as leaseholder I/we will be subjected to an interview with a Social Development Officer and subject to the findings of the officer, a decision will be taken as to whether or not the applicant qualifies for accommodation
- I/We accept that the responsibility for paying the monthly rental rest with me/us and hereby undertake to settle the rental in full every month not excluding the yearly increment
- I/We understand and accept that we are liable to pay monthly rental and Communicare may enforce payment of such rental in terms of Rental Act. Should Communicare enforce payment of such rental of any outstanding rental and need to take legal action to recover these arrears, I/we hereby undertake to pay all legal costs incurred by Communicare in this regard (including but not limited to attorney/collection
- I/We hereby agree to ensure that the applicant/s abide by Communicare lease conditions and house rules which reinforce code of conduct(including but not limited to all amendments to the house rules/ lease agreement that are made time to time)
- I/We accept that Communicare cannot be held liable for any loss or damages to an applicant.
- I/We accept and understand that should the applicant/s cannot live independently, Communicare have solely right to terminate the lease agreement
- I/We accept that I/we shall be liable to Communicare for the cost of repairing any damage to the property.

Initial and Surname _____ Date _____

Signature:

Initial and Surname _____ Date _____

Signature:



Communicare

MONTHLY INCOME AND EXPENDITURE DECLARATION		
MONTHLY INCOME DETAILS	1 st APPLICANT/LEASEHOLDER	2 nd APPLICANT
Gross income (before deductions)	R	R
Allowances	R	R
Fringe benefits (subsidies, discounts, etc.)	R	R
Other regular income from employer (specify)	R	R
	R	R
	R	R
Total gross income	R	R
Less Deductions: PAYE/TAX/SARS	R	R
Less Deductions: Pension/Provident fund	R	R
Less Deductions: UIF	R	R
Less Deductions: Medical aid	R	R
Less Deductions: Other	R	R
Less Deductions: Other	R	R
Total deductions	R	R
Nett income	R	R
ANY other regular income that you receive such as alimony/support, dividends, interest, rent, commission, etc. (please <i>specify</i>)	R	R
	R	R
Total nett income:	R	R



Communicare

MONTHLY EXPENSE DETAILS	1 st APPLICANT/LEASEHOLDER		2 nd APPLICANT	
House expenses	Accommodation: Home loan/Board/Rent	R	Accommodation: Board/Rent	R
	Insurances	R	Insurances	R
	Rates and taxes	R	Rates and taxes	R
	Security	R	Security	R
	Upkeep (e.g. house and garden)	R	Upkeep (e.g. house and garden)	R
	Utilities: Electricity	R	Utilities: Electricity	R
	Utilities: Water	R	Utilities: Water	R
	Other	R	Other	R
Vehicle expenses	Fuel/Petrol/Diesel	R	Fuel/Petrol/Diesel	R
	Insurance	R	Insurance	R
	Maintenance	R	Maintenance	R
	Vehicle finance / Car loan	R	Other	R

Policies:	Total premiums	R	Total premiums	R	
	Life Assurances	Total premiums	R	Total premiums	R
	Short Term Insurances	Total premiums	R	Total premiums	R
	Other Insurances	Total premiums	R	Total premiums	R
Funeral	Total premiums	R	Total premiums	R	
Living expenses	Support/Alimony/Maintenance	R	Support/Alimony/Maintenance	R	
	Bank charges/costs	R	Bank charges/costs	R	
	Cellular/Airtime/Data	R	Cellular/Airtime/Data	R	
	Clothing	R	Clothing	R	
	Credit Cards	R	Credit Cards	R	
	Domestic employees	R	Domestic employees	R	
	Donations	R	Donations	R	
	Education/School Fees	R	Education/School Fees	R	
	Entertainment	R	Entertainment	R	
	Groceries	R	Groceries	R	
	Instalment accounts	R	Instalment accounts	R	
	Medical Aid, Health Professionals, Homeopaths, Chemists	R	Medical Aid, Health Professionals, Homeopaths, Chemists	R	
	Memberships	R	Memberships	R	
	Personal Loans	R	Personal Loans	R	
	Pet care	R	Pet care	R	
	Retail accounts	R	Retail accounts	R	
	Security	R	Security	R	
	Subscriptions	R	Subscriptions	R	
Telephones	R	Telephones	R		
Transport	R	Transport	R		
TV / Mnet / DSTV / Netflix	R	TV / Mnet / DSTV / Netflix	R		
Any other expenses not listed		R		R	
		R		R	
		R		R	
Total expenses per month	Total per month:	R	Total per month	R	