



## APPLICATION FOR PRIVATE ACCOMMODATION

At The Village (IIE MSA)

Academic Year: 2025

Please ensure that once fully completed and signed, that this document is emailed to [admin@kciproperties.co.za](mailto:admin@kciproperties.co.za):

### SECTION 1 (FILL-UP ALL SPACES)

Full Names of Parent/Sponsor	[ ]		
Full Names of Student	[ ]	Who is:	[MALE / FEMALE]
Date of Birth of Student (day/month/year)	[ ]	Nationality	[ ]
MSA Student Number	[ ]	ID/Passport No.	[ ]
Name of Degree being studied	[ ]	Year of Study (e.g., 3 <sup>rd</sup> year)	[ ]
Previous KCI tenant (yes/no)	[ ]		
SA Telephone number (Student)	[ ]	Email address	[ ]
Please list any Chronic or serious Medical Conditions of the Student:	[ ]		
Previous student accommodation	[ ]		
Reason for change of accommodation	[ ]		
Contact details of previous landlord/agent (Name, contact number and agency name if agent)	[ ]		

I / we do hereby apply to rent the following Premises from the Owner/Landlord at The Village on campus at IIE MSA, 144 Peter Road, Ruimsig, Roodepoort, Johannesburg, South Africa.

Unit type (please make with X)

1. A Bachelor Apartment in Block A – D (single occupation, non-sharing)	[ ]
2. A single room in a 2 Bedroom Apartment in Block A – D or F, which includes a lounge (apartment shared by 2 students)	[ ]

If sharing a 2 Bed Apartment, I would like to share with:

Name of student	[ ]	Who is a	MALE	FEMALE	(mark with X)
Relationship	[ ]				

### Fee structure (per Semester per Student - pSpS)

	Full year rental	Full first semester rental	Monthly rental	Refundable deposit	Administration fee	Water Fee	Cleaning and maintenance fee
Premium bachelor unit	R73 050	R41 550	R6 300	R6 300	R2 500	R700	R550
Premium double unit	R60 950	R33 950	R5 200	R5 200	R2 500	R700	R550

### Minimum due before occupation

	Refundable deposit	2 months' rent	Administration fee	Water fee	Cleaning and maintenance fee	Total
Bachelor unit	R6 300	R12 600	R2500	R700	R550	R22 650
Double unit	R5 200	R10 400	R2500	R700	R550	R19 350

**Discount fee structure if pays in full for the whole year as per dates below**

	<b>5% Discount (paid by January 31, 2024)</b>	<b>2.5% Discount (paid by February 29, 2024)</b>
Premium bachelor	R69 900	R71 475
Premium double unit	R58 350	R60 150

**Note: The discount offered is a discount on RENT ONLY. The admin fee, cleaning and maintenance fee, water fee and deposit are still to be paid in full.**

**Payment Plan:**

1. Minimum payment will apply to secure the unit.
2. Payment made or appearing in the account later than the 5<sup>th</sup> of the month proceeding every month will acquire a penalty of **2,5%**

Should this application be successful, I/we agree to the above fees and payment terms and will make the payments due directly into the KCI Management Services Account and will immediately email the proof of payment to admin@kciproperties.co.za.

**Bank Account details:**

Bank: FIRST NATIONAL BANK  
 Current Account Number: 63126240083  
 Branch Code: 240 129  
 SWIFT Code: FIRNZAJJ  
 Reference: Student Name and Surname

I/we understand that I/we shall remain liable for the cash deposit fees or International Transfer fees (as charged by FNB Bank) or Credit Card charges (as charged by Credit Card vendor), for any payment made to KCI MANAGEMENT SERVICES

**No Branch Cash Deposit allowed**, only EFT, Credit Card, ATM Transfers and ATM Deposit

I/we are applying and paying for (please stipulate "Semester 1" = 1 Feb to 30 June; or "Full Year" = 1 Feb to 30 Nov):

One semester only	<input type="checkbox"/>	Full Year	<input type="checkbox"/>
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**\*note additional admin fees for renewal**

**Assumption of 1 semester if not filled out or chosen one semester only**

**SECTION 2**

*initial*

**DETAILS OF PARENT/SPONSOR APPLYING TO RENT THE PREMISES - MANDATERY**

(This is the person(s) who will sign the Rental Agreement and be responsible for the Rental Payment)

Full Name:	<input type="text"/>		
ID/ Passport No:	<input type="text"/>	<input type="text"/> (copy to be attached)	
Date of Birth:	<input type="text"/>	Nationality:	<input type="text"/>
Telephone: (Home)	<input type="text"/>	(Work)	<input type="text"/> (Mobile) <input type="text"/>
Email address(es):	<input type="text"/>		
Home Address <u>where you currently live:</u>	<input type="text"/>		
	<input type="text"/> (proof of address to be attached)		

**EMPLOYMENT DETAILS:**

Self-employed: YES / NO	<input type="text"/>
Occupation:	<input type="text"/>
Current Employer:	<input type="text"/>
Contact Person at Employer:	<input type="text"/>
Contact details – work phone & mobile:	<input type="text"/>

**NEXT OF KIN (Must be a family member NOT staying with you):**

Full Names	[ ]				
ID/ Passport Number	[ ]				
Relationship to you	[ ]				
Contact numbers: (Mobile)	[ ]	Home	[ ]	Work	[ ]
Email address/es:	[ ]				
Residential Address	[ ]				

**SECTION 3**

**THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED TO THIS APPLICATION:**

RSA ID Document OR Passport for Parent <u>and</u> Student	[ ]
Proof of current home address, e.g., utility billing showing address (not older than 3 months)	[ ]
Proof of Student enrolment at IIE MSA	[ ]
Signed copy of the code of conduct	[ ]
Confirmation of approved Bursary on the letterhead with contact details (If on bursary / sponsor)	[ ]
ITC Report, recent 3 months' payslips & 3 months bank statement if paying month to month	[ ]
POPIA Consumer Consent Agreement	[ ]

\_\_\_\_\_ *initial*

**TERMS AND CONDITIONS**

**PLEASE READ CAREFULLY BEFORE SIGNING**

1. Fees charged as per Section 1 are per full Semester per Student and are effective as soon as the Lease Agreement is signed, irrespective if the student takes occupation or not, or when the student takes occupation or when the student vacates.
2. This Application will not be considered unless accompanied by the Minimum payment due as per Section 1 above.
3. This application will not be considered if it is not accompanied by the requested supporting documents i.e., copy of student and parent ID/passport, signed copy of the code of conduct, proof of enrolment, proof of address and credit check.
4. If your application for accommodation is successful, all money paid in terms of this application is non-refundable, irrespective of the student status or deferment, intermissions, etc with IIE MSA and the full rental amount and administration fee will be applied.
5. Rent for the first two months is to be paid in full regardless of move-in date.
6. If your application for accommodation is not successful, all money paid besides the Admin Fee which is non-refundable, will be refunded.
7. Any payments made in terms of this application will only be accepted if the correct reference is used. The reference must be the STUDENT'S FULL NAME AND SURNAME.
8. Only EFT deposits directly into the **KCI Management Services** Bank Account, as specified, will be accepted.
9. Should the student choose to make a payment into the KCI management Services account via ATM cash deposit, then they will be liable for any bank charges incurred.
10. The student is responsible for sending proof of payment of any payment made into the KCI Management Services account. If proof of payment is not sent the payment may be captured late and that will have a negative effect on the credit score of the person paying.
11. All payments following the initial payment must be referenced with the student's name and room number.
12. Occupation will only be granted, and keys handed to the student once the following has taken place:
  - ✓ Application approved by **KCI Management Services**.
  - ✓ Full Payment (deposit, admin fee and rental) has been made and cleared in **KCI Management Services** bank account.
  - ✓ An application form has been signed.
  - ✓ Requested documentation has been received by KCI Management Services
  - ✓ A credit check on the person paying has been performed.
  - ✓ 3 months bank statement and 3 months' payslips if on monthly payment (all latest).
  - ✓ Proof of the student's bursary has been received.

13. KCI Management Services reserve the right to final approval or refusal of this application.
14. The Conduct Rules and General Conditions of Residency that apply to this accommodation must be strictly adhered to and will be annexed to the Lease Agreement. These are available at the administration offices at The Village Student Res.
15. All Damage and breakages of items in or connected to the premises will be for the Student/ Parent’s account once the student takes occupation of the apartment. The student must also always keep their apartment clean and tidy otherwise cleaners will be sent in to clean the apartment and this will be for the student’s account. A cleaning fee, as determined by the Admin Office will also be charged at the end of each Semester.
16. Any belongings left in the apartment after the student has vacated will be donated to charity. No items will be kept in any storage unless arrangements has been made and signed for.
17. No Items will be kept for storage unless upfront payment is made.
18. KCI Management Services reserves the right to get rid of any items left behind in the room if storage provisions have not been made.
19. All business activities, including hand-over of keys, **entry inspections, exit inspections and visits to the Admin Offices must happen during business hours (Monday – Friday, 08h30 – 16h00)**. Travel arrangements must be made accordingly. **No keys may be left at the gatehouse, handed to the guards or any other party.**
20. Keys that have not been handed in to the office will be assumed to be lost and the students’ account will be charged a fee for breaking and replacing the locks and a lost key fee.
21. When the student leaves their unit, they are responsible for setting up a date and time for the exit inspection to be done and for keys to be handed over.
22. If the student wants to end their tenancy early, they are required to give notice at the KCI Management Services Office 2 calendar month before they vacate. If the student fails to give notice, they will be charged for rent for the next 2 month after they have vacated.
23. If the student misses two rental payments a letter of demand will be issued.
24. If the student misses a third rental payment KCI Management Services will issue an eviction notice and the student will be given 15 Working days to vacate the premises.
25. If the student has not vacated their room or made any payment after the issuing of an eviction notice KCI Management Services reserves the right to manually lock the student out and disable their fingerprint access at the front gate.
26. The student will remain liable for all outstanding amounts even after their eviction.
27. If the student wishes to keep their room for the next academic year, they will be expected to complete a new contract and pay the minimum due before occupation for the next year by the 10<sup>th</sup> of December to book the room.
28. If the student does not pay the “minimum due before occupation” for the next year by the latest 10 December 2024, then KCI Management Services reserves the right to advertise the room as empty to new potential tenants.

## SIGNATURES

Signed by the <b>STUDENT</b> at	[ ]	on this the	[ ]	day of	[ ]	20	[ ]
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FULL NAME of PARENT/SPONSOR

SIGNATURE

If sponsor is an Institution, the following details to be provided:

- Confirmation of the sponsor on the institution’s letterhead
- Full Contact person and detail with office address

FULL NAME of STUDENT

SIGNATURE

PLEASE EMAIL THE FULLY COMPLETED and SIGNED APPLICATION, together with the PROOF OF PAYMENT and OTHER SUPPORTING DOCUMENTS to:

email: [admin@kciproperties.co.za](mailto:admin@kciproperties.co.za)

**FOR OFFICE USE ONLY:**

APPLICATION: APPROVED / DECLINED

IF APPROVED:

Student Name: \_\_\_\_\_

Room Allocated: \_\_\_\_\_

Payment Received: YES / NO

Amount Received: R \_\_\_\_\_

Date Received \_\_\_\_\_

Comments: \_\_\_\_\_

Please complete this document so that your son, daughter or sponsored IIE MSA Student can sign the Rental or Renewal Agreement on your behalf.

## **SPECIAL POWER OF ATTORNEY**

I,

Full Names of Parent/Sponsor [ ]	ID/Passport No. [ ]
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of Physical Address:

Home Address where you currently live: [ ]	[ ]
[ ]	[ ]

Do hereby authorise and nominate:

Full Names of Student [ ]	ID/Passport No. [ ]
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to execute this Power of Attorney and carry out the following functions relating to the attached Application Form for Accommodation at Monash Village (Res 6) on my behalf.

- A. To sign an \_\_\_\_\_ agreement on my behalf with the Owner of the relevant property, in which my son/ daughter/ sponsored student will be residing.
- B. To sign an \_\_\_\_\_ renewal Agreement on my behalf with the Owner of the property, if so required.
- C. To execute all terms of the above signed Rental and Renewal Agreement on my behalf.

**THUS, DONE and EXECUTED at \_\_\_\_\_ on \_\_\_\_\_ (date)**

**AS WITNESSES**

1. \_\_\_\_\_

\_\_\_\_\_

**Signature of Parent/ Sponsor**

2. \_\_\_\_\_

**Accepted:** \_\_\_\_\_  
**Signature of Student**