APPLICATION FOR PRIVATE ACCOMMODATION

The Village

NB! Please email the completed and signed form, along with the supporting documents listed below, to admin@kciproperties.co.za.

SECTION 1: APPLICATION FEE

A non-refundable application fee of R150.00 (excl. VAT) is required to process this application.
Submission of this application does not guarantee approval or the right to lease the property.

SECTION 2: APPLICANT(S) INFORMATION

I/We

STUDENT

Full names and surname:		
Date of birth:		
Nationality:		
Identity number ('ID'): **or** Passport number, date of birth and sex (if you do not have a South African ID)		
Sex (mark with x)	Male	Female
Student number:		
Qualification:		
Year of study: (e.g. 3rd year)		
Previous KCI tenant (mark with X)	Yes	No
Contact number:		
Electronic mail address:		
Disclosure of health-related issues:		
Name of previous student accommodation: (if applicable)		

Contact details of previous landlord/agent: (name, contact number and agency number of agent)			
Reason for change of accommodation: (if applicable)			
How did you hear about us (mark with X)	Open day	Online	From a friend

- AND (if applicable)

GUARDIAN: CO PRINCIPAL DEBTOR/SURETY

Full names:	
ID/ Passport Number: (natural person) or registration number (juristic person):	
Contact number(s):	
Email address(es):	
Address:	

SPONSOR: CO PRINCIPAL DEBTOR/SURETY

Organisation name:	
ID/ Passport Number: (natural person) or registration number (juristic person):	
Contact number(s):	
Email address(es):	
Address:	

EMPLOYMENT DETAILS (IF CO-PRINCIPAL DEBTOR IS A GUARDIAN)

Self-employed (mark with X)	Yes	No
Occupation		

KINDLY COMPLETE THE BELOW IF CO-PRINCIPAL DEBTOR IS NOT SELF-EMPLOYED

Current employer:	
Full name of contact person at employer:	
Contact number of contact person at employer:	
E-mail address of contact person at employer:	

SECTION 3: PROPERTY

Unit type (please mark your choice with an "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, which includes a lounge (apartment shared by 2 students)	

If a **single room in a 2-bedroom apartment** is being applied for, please provide the details of the person you will be sharing with (kindly note the person will also have to complete and sign an application form for themselves as well).

ROOMMATE

Name of student:		
Identity number ('ID') **or** Passport number (if you do not have a South African ID):		
Sex (mark with X)	Male	Female
Student number:		
Relationship:		

SECTION 4: NEXT OF KIN DETAILS FOR STUDENT

Full names and surname:					
ID/ Passport Number:					
Relationship to you:					
Contact number: (mobile)		HOME		WORK	
E-mail address/es:					
Residential Address:					

SECTION 5: FINANCIAL TERMS

5.1. DEPOSIT

Acceptance of this application does not constitute a lease agreement.
A lease will only be granted after approval of the application and the execution of a lease agreement by both parties, including payment of the required deposit.

5.2 SECURITY AMOUNT

The security amount is paid to reserve the property, and it will be credited towards the deposit or first month's rent upon lease execution. If the applicant is approved but decides not to sign the lease, the security amount may be forfeited.
*The security amount is the full minimum payment due before occupation, as determined in accordance with section 5.3 below.

5.3 RENTAL FEE STRUCTURE (PER SEMESTER PER STUDENT)

Please mark ("**X**") next to your preferred payment plan:

Room Type	Annual rent		Semester 1		Semester 2		Minimum payment (thereafter monthly)	
Bachelor	85 000		48 500		36 500		26 600 (7 300)	
Sharing	74 000		42 500		31 500		23 600 (6 300)	

Discount fee structure if you have paid in full for the whole year, as per the dates below:

Discount structure for annual payment		
Room Type	Annual payment received before January 31st	Annual payment received before February 28th
Bachelor	81 350	83 175
Sharing	70 850	72 425

*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.

Monthly Payment Plan:

1. Minimum payment will apply to secure the unit.
2. Payments are to be made by the first day of each month.
3. If payment is made or appears in KCI Management Services Account, later than the 5th of the month when due, a late payment interest charge of 2% per month will be applied to any outstanding balance not paid by the due date.

5.4. RENTAL FEE CHOICE:

I/we are applying and paying for (please mark your choice with an "X"):

1. Semester 1: 1st of February to 30 June;
2. Semester 2: 1st of July to 30 November; or
3. Full Year: 1st of February to 30 November.

Rental fee choice: (please mark your choice with an "X")

Semester 1:		Semester 2:		Full year:	

*Kindly note that additional administrative fees are charged for renewal.

5.5. PAYMENT

Should this application be successful I/we:

1. agree to the above fees and payment terms;
2. 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's name and surname

3. understand that:

3.1. 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; and

3.2. **No Branch or ATM Cash Deposits are allowed**, only EFT, ATM Transfers.

SECTION 6: SUPPORTING DOCUMENTS:

Kindly ensure that the following documents are provided to us with your application form.

RSA identity document OR passport of the student	
Proof of current home address of address of the student	
RSA identity document/passport or registration document of the co-principal debtor	
Proof of address (natural person) / principle place of business (not a natural person (not older than 3 months)	
RSA identity document OR passport of the roommate (if applicable)	
Proof of student enrolment/registration	
Bursary confirmation letter (where applicable)	

TERMS AND CONDITIONS

PLEASE READ CAREFULLY BEFORE SIGNING

1. This Application will not be considered unless accompanied by payment of the application fee due as per Section 1 above.

2. This application will not be considered if it is not accompanied by the requested supporting documents as set out in section 6 above.

3. KCI Management Services reserve the right of final approval or refusal of this application.

4. The fees charged as per Section 5 are effective (due and payable) as soon as the Lease Agreement is signed, irrespective of whether the student takes occupation or not.

   4.1. If your application for accommodation is successful, the application fee and administration fee paid in terms of section 5 is non-refundable, irrespective of the student's status or deferment, intermissions, etc and the full rental amount and administration fee will be applied.

5. Only deposits made directly into the KCI Management Services Bank Account, as specified in section 5, will be accepted.

   5.1. 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.

   5.2. Should the student choose to make payment into the KCI Management Services Bank Account via ATM cash deposit, then they will be liable for any bank charges incurred.

   5.3. 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.

6. Occupation will only be granted, and keys handed to the student once the following has taken place:

   - ✓ Application has been 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 submitted to and received by KCI Management Services.

7. The Conduct Rules and General Conditions of Residency (**Code of Conduct**) 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.

8. If the student and/or co-principal debtor misses two rental payments a letter of demand will be issued.

    8.1. If the student and/or co-principal debtor misses a third rental payment KCI Management Services will issue an eviction notice and the student will be given 15 (fifteen) working days to vacate the premises.

    8.2. In the event that the student fails to vacate the premises or make the required payment following the issuance of an eviction notice, KCI Management Services reserves the right to take reasonable enforcement measures, including but not limited to, manually securing the room and disabling the student's fingerprint access at the main entrance.

    8.3. The student and/or co-principal debtor will remain liable for all outstanding amounts even after their eviction.

9. 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 before the end of the current year, the exact date of which will be provided for in the lease agreement, to secure their room for the following year.

    9.1. If the student does not pay the "minimum due before occupation" for the next year by the determined date, then KCI Management Services reserves the right to advertise the room as empty to new potential tenants.

10. If any provision of this Application is found to be invalid, unlawful, or unenforceable for any reason, such provision shall be severed from the remaining provisions, which shall continue to be valid and enforceable to the fullest extent permitted by law. The parties agree to replace any such invalid or unenforceable provision with a valid provision that most closely reflects the original intent of the parties.

(Remainder of the page intentionally left blank, signature page to follow)

SIGNATURES

Signed by the STUDENT at _____ on this the _____ day of

_____ 20___.

_____	_____
Student's full name	Student's signature
_____	_____
Parent's full name	Parent's signature
_____	_____
Sponsor's full name (if applicable)	Sponsor's signature

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

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