



<b>City of Cape Town Property Management Department</b>  <b>APPLICATION TO REGISTER ON THE IMPROVED PROPERTY DATABASE</b>	<b>ANNEXURE B</b>  <b>FOR OFFICE USE ONLY</b>  File Ref: _____ _____ _____
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This application should be lodged with **The Director: Property Management**, 12 Hertzog Boulevard, Cape Town 8001, 13<sup>th</sup> floor, Civic Centre together with the required documents or faxed to 086 202 9064, or scanned and emailed to, [Alulutho.Ulana@capetown.gov.za](mailto:Alulutho.Ulana@capetown.gov.za) and/or [isaac.martin@capetown.gov.za](mailto:isaac.martin@capetown.gov.za)

<b>1.</b>	<b>APPLICANTS DETAILS (PLEASE PRINT)</b>	
<b>NB</b>	Name/Surname/Organisation	
	Address of Applicant:	
	Postal Address:	
	Telephone Number (during office hours):	
	E-mail address:	
	Cell Number:	

<b>2.</b>	<b>MOTIVATION FOR APPLICATION:</b>

<b>3.</b>	<b>GEOGRAPHICAL AREA OF PREFERENCE</b>

<b>4.</b>	<b>APPLICANT TO SUPPLY THE FOLLOWING INFORMATION</b>
4.1	Proof of Income (Three (3) month payslip - latest)
4.2	Three (3) Months Bank Statement (latest)
4.3	Copy(ies) of Identity Documents/Birth Certificates of all that will be residing on Council Property
4.4	Copy of Marriage certificate or Partner details
4.5	Copy of Utility /Clothing account (latest)
4.6	Current/Previous landlord contact details
4.7	Proof of registration in the event the applicant is a company, NGO, NPO, Close Corporation or a religious organisation
4.8	Tax Clearance certificate in the event the applicant is a company, NGO, NPO, Close Corporation or a religious organisation
4.9	Social Care organisations to provide proof that they are registered with the Provincial Administration: Western Cape Department of Social Services

**5. DEBT PROFILE**

Kindly note that the applicant will be subject to credit control and debt profile verification.

**6. APPLICANTS TO NOTE**

- Submission of the application does not constitute approval of any transaction and the application fee is non-refundable.
- Should your application not meet the minimum requirements, your name will not be added to the data base for selection for accommodation and you will be notified of this by post.

**DECLARATION:** I \_\_\_\_\_ hereby confirm that the information supplied are true and correct and I have no objection to the City of Cape Town carrying out the necessary credit/debit verification required for this application.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_