



For office use only

File: _____

Ref no: _____

APPLICATION TO REGISTER ON THE IMPROVED PROPERTY DATABASE

This application must be submitted to the Director: Property Transactions Cape Town Civic Centre, 13th Floor, 12 Hertzog Boulevard, Cape Town, 8001 together with the required documents. Alternatively it can be emailed to PM.IPApplication@capetown.gov.za

SECTION A: APPLICANT'S INFORMATION

Name and surname			
Title		Identity number	
Organisation's name (if applicable)			
Company registration number			
Address			
Suburb		Postal code	
Telephone number		Cell number	
Email address			

SECTION B: MOTIVATION FOR APPLICATION

Suburb or geographical area of preference	

SECTION C: REPLACEMENT CONTENT (incomplete applications will not be processed)

APPLICANT TO SUPPLY THE FOLLOWING INFORMATION FOR RESIDENTIAL PURPOSES	
	Proof of income (latest three (3) month payslip // six (6) months if self-employed)
	Latest three (3) Months Bank Statement // six (6) months if self-employed)
	Confirmatory letter from employer confirming employment status (contract or permanent status)
	Copy(ies) of Identity Documents/Birth Certificates of all that will be residing on Council Property
	Copy of Marriage certificate or Partner details
	Copy of Utility / Clothing account (latest)
	Current/Previous landlord contract details
	Tax Clearance certificate - (can be obtained from the SARS e-filing website)

OR

APPLICANT TO SUPPLY THE FOLLOWING INFORMATION FOR NGO/NPO's & COB's	
	Organizations latest six months bank statement
	ID documentation of organization representative
	Organizations project plan
	Organizations tax clearance certificate - (can be obtained from the SARS e-filing website)
	Proof of registration in the event the applicant is a company, NGO, NPO, Close Corporation or a religious organisation
	NGO/NPO's organisations to provide proof that they are registered with the Provincial Administration: Western Cape Department of Social Services

SECTION D: DEBT PROFILE

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

SECTION E: APPLICANTS TO NOTE

Submission of the application does not constitute approval of any transaction.

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/email.

Applicants must be permanently employed, if self-employed sufficient proof of income must be provided.

SECTION F: DECLARATION

I/We _____ 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.

Signatory's name/s and surname/s _____

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signature/s _____