Pretor Group

How To Guide For Rentals Applications

A Step-By-Step Guide to completing the application form

1. Acknowledgement Section

This is where the application process begins. The rental amount and address come's pre-populated.

Application for Rental Property

APPLICATION FO	OR RENTA	L PROPERTY				
I/We						
hereby apply to rer	nt residential	property ("the Premi	ses") from the Lan	d Owner.		
The address of the	Premises is:	179 BLU	JEBERRY			
Rental Amount:	R7500	Lease Period (Months):	12	Occupation Date:	yyyy/mm/dd 🗖	

2. Personal Details Section

The Applicants need to enter their personal details below in full unless stated otherwise. All countries have been added for nationality. Emails and phone numbers need to be valid for them to be accepted.

	PERSONAL DETAILS
Full name:	ID/Passport Number:
Nationality: Select Nationality	Date of Birth:
Felephone (Work):	Telephone (Cellular):
Email:	Marital status:
Next of Kin:	Married In Community Of Property Next of Kin Telephone:
Your current residential address :	Do you own the property where you currently stay?
Suburb	
City	
Province	

If the applicant does not own the current property that they are living in they would need to provide the details of their current Landowner as shown below.

Do you own the property where you currently stay? O Yes No
If NO, please complete the following:
Name of Land Owner/Agent:
Land Owner Telephone Number:
Land Owner Email:
Rental amount paid:
How long have you lived there (Months):

Files that are uploaded need to be smaller than 5mb.



Files that are have long filenames need to be shortened.



FILENAME TOO LONG. PLEASE SHORTEN YOUR FILENAME TO LESS THAN 50 CHARACTERS. "A1. CHANGE IN DETAILS OF NOMINEES FOR RETIREMENT FUNDS.PDF" IS NOT IN THE CORRECT FORMAT. Filetypes need to be in PDF format.



WRONG FILE TYPE, ONLY PDFS ARE ALLOWED. "SCREENSHOT 2023-10-25 AT 10.42.06.PNG" IS NOT IN THE CORRECT FORMAT -ONLY PDFS ARE ALLOWED.

If an applicant marks their marital status as "Married in community of property" then there is a MANDATORY personal details section for the spouse to complete as shown below.

TAILS OF THE SPOUSE OF THE FIRST APPLIC	CANT TO RENT THE PROPERTY
PEI	RSONAL DETAILS
Full name:	ID/Passport Number:
Nationality:	Date of Birth:
Select Nationality 🗸	yyyy/mm/dd 🗖
Telephone (Work):	Telephone (Cellular):
Email:	
Next of Kin:	Next of Kin Telephone:
o you stay with your married partner? O Yes O No	
Your current residential address:	Do you own the property where you currently stay?
Street	● Yes ○ No
Suburb	
City	
Province	

The spouse would have a slightly different form to complete where they can choose if they stay with their partner or not and to choose whether they are currently employed or not. If they are staying with their partner then the spouse only needs to upload her ID.



More applicants can be added or removed to the form as shown below.



3. General Details Section

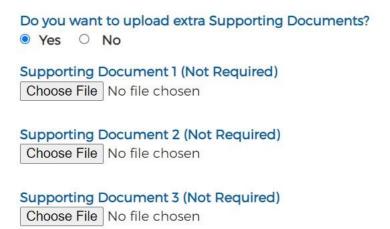
There are a few general details to fill in and complete.

GENERAL DETAILS			
Who will be staying at the Premises for the w	hole period of the lease? (Note: No	subletting allowed)	
Will you be occupying the property: Yes O No			
Number of adults:	Number	of children:	
Number of pets owned:	Туре:		
		(Approval Required)	
Number of vehicles at premises:			
Have you/either of you ever had any judgeme ○ Yes	nts/defaults granted against you?		
Have you seen the property? O Yes No			
Do you want to upload extra Supporting Doc O Yes O No	uments?		
Upon acceptance by the Land Owner/Pretor be discounted to R900.00 if all fees are paid			he admin fee which will
Admin Fee: R 1200.00	Single Ap	oplication	
Admin Fee: R 1450.00	Joint app	olication or company	

If you are not occupying the property yourself please enter the details of the person who will be staying in the property.

Will you be occupying the property ○ Yes ● No	e.		
Other Tenant Full Name:		Other Tenant Cell Number:	
Other Tenant Email:			

If you need to add supporting documents to strengthen your application, you can add up to three extra files. They also need to be smaller than 5mb and have a filename size of less than 50 characters and only PDF's are allowed.



4. Declarations Section

A signed declaration is needed to finish up the application process. The user must sign it and click the green save button to save his signature. Each applicant needs to provide their signature. If the user wants to upload a digital signature that they have saved on their device, they may do this if they click on the upload signature blue button.

Signed by the applicants at	on this the	day of	~ 2023
First Applicant Signature	Second Applicant Signature		
Save		Save Clear	
Upload signature		Upload Second signature	

Only Images and PDF's are allowed.



Once you are done filling out the form you may click the submit button. If any data is missing, you will be notified and directed to which section the data is missing or incorrect.

 Enter the Occupation Date in Acknowledgment of Application section FIRST APPLICANT MISSING INFO Enter the Occupation of the first applicant Enter the Gross Monthly Salary of the first applicant Enter the Current Monthly Expenses of the first applicant Enter the Employers Street Address of the first applicant Enter the Employers Suburb Address of the first applicant Enter the Employers City Address of the first applicant Enter the Employers Province Address of the first applicant Enter the Employers Postal Code of the first applicant Select the 3 Month Bank Statements Attachment of the first 	PPLICATION ACKNOWLEDGEMENT MISSING INFO
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• Enter the Age of the Third child

Ok

When all the data has been validated please wait while all the data is being processed and stored.



UPLOADING DOCUMENTS AND DATA. PLEASE WAIT...