



ESTATE  
Westwood

**PROOF OF APPLICANT SCREENING**

Date : \_\_\_\_\_

Agent : \_\_\_\_\_

Unit : \_\_\_\_\_

Rental / Buyer Applicant: \_\_\_\_\_

Applicant Contact Details: \_\_\_\_\_

**APPLICANT SECTION**

Please answer next to each question and give details where needed:

1) Why are you moving? \_\_\_\_\_

2) Where did you live previously? \_\_\_\_\_

3) Are you aware of the Westwood Estate Rules?

Yes  No

4) Have you ever been evicted?

\_\_\_\_\_

5) Do you have a criminal record?

\_\_\_\_\_

6) Have they ever had problems with a property or landlord?

\_\_\_\_\_

\_\_\_\_\_

7) How long do you plan to rent?

\_\_\_\_\_

8) What do you want in a home?

\_\_\_\_\_

\_\_\_\_\_



**AGENT / OWNER SECTION**

a) Have you done a credit check? \_\_\_\_\_

b) Does the banks statement and the payslip amount match up?  
\_\_\_\_\_

c) Please provide details of your character reference check?

Relationship \_\_\_\_\_

Contact Details \_\_\_\_\_

Comments \_\_\_\_\_

d) Please provide details of Address history. (3 properties)

Address \_\_\_\_\_

Reason for moving \_\_\_\_\_

Contact details of previous Landlord /Owner \_\_\_\_\_

Address \_\_\_\_\_

Reason for moving \_\_\_\_\_

Contact details of previous Landlord /Owner \_\_\_\_\_

Address \_\_\_\_\_

Reason for moving \_\_\_\_\_

Contact details of previous Landlord /Owner \_\_\_\_\_

e) Did this applicant receive a copy of the Westwood Estate Rules?

Yes  No

f) Does this applicant understand no subletting is permitted?

Yes  No

g) Did you confirm that the number of occupants is not over and above the max number of people permitted for this size unit?

Yes  No

Do you see any cause for concern in placing this tenant into the Westwood Estate? \_\_\_\_\_

UNDERTAKING BY OCCUPANTS

The Board or Trustees/ Directors ..... Body Corporate/ Westwood Estate Homeowners Association.

I, the undersigned..... (“the Occupant”) do hereby confirm that I have entered into a lease with the owner (duly represented by the Letting Agent, if applicable) of Apartment No..... (“the premises”) in terms whereof I shall be occupying the premises during the period from ..... to ..... (inclusive).

I hereby undertake to the Body Corporate and/or the Homeowners Association, as the case may be, that:

1. I, as well as any other occupant/s (which shall include visitors and guests) who shall occupy the premises during the aforesaid period shall abide by all the terms and conditions contained in the Homeowners Manual and the Body Corporate Rules; and
2. I, as well as any other occupants/s, (which shall include visitors and guests), who shall occupy the premises during the aforesaid period, shall abide by the terms and conditions of any regulations and/or directions that may be imposed by the Board of Trustees or the Board of Directors, as the case may be, from time to time, in the same manner as if I were the owner or the premises.

I agree that the Body Corporate and/or the Homeowners Association, as the case may be, shall be entitled (without prejudice to its rights against the Owner) to exercise its rights against me as well as against any other occupant/s of the premises during the aforesaid period should I (or any other occupant/s of the premises during the aforesaid period) breach any of the aforesaid Rules and/or regulations and/or directions. I further agree that the owner may recover all costs and/or fines from me in respect of my occupation.

Full Name:.....

I.D. Number:.....

Telephone No:.....

Normal Residential Address:.....

Postal Address:.....

Vehicle Registration No:.....

Number of occupants who shall be occupying the premises:.....

Letting Agent: ..... Phone Number: .....

Should you not have made the use of a Letting Agent, kindly give full details of how you found the apartment:.....

.....

**Dated at ..... on this..... day of .....200...**

Signature of occupant: .....

Witness:.....