

**MANDATE DETAILS FORM**

1. REGISTERED OWNERS NAME & SURNAME: (MR, MRS, MISS) / ENTITY NAME \_\_\_\_\_  
 (ATTACH FICA DOCUMENTS – SEE ANNEXURE A)

2. IDENTITY NUMBER / REGISTRATION NUMBER \_\_\_\_\_  
 (ATTACH COPY ID)

3. OWNER'S PRESENT ADDRESS: \_\_\_\_\_  
 (KINDLY ADVISE ANY FUTURE ADDRESS CHANGES)

4. INCOME TAX NUMBER \_\_\_\_\_

5. VAT NUMBER \_\_\_\_\_

6. PRESENT CONTACT NUMBERS: (H) \_\_\_\_\_ (W) \_\_\_\_\_  
 CELL: \_\_\_\_\_ (FAX) \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

7. ADDRESS OF PROPERTY TO LET: \_\_\_\_\_

8. DESCRIPTION OF PROPERTY: \_\_\_\_\_  
 Kitchen, lounge, bedrooms, bathrooms etc.  
 A broad description would suffice .  
 Our initial inspection will list all the details

PARKING (GARAGE/UNDER COVER/OPEN BAY) \_\_\_\_\_ NO. \_\_\_\_\_

TO BE RE-LET AS FROM: \_\_\_\_\_

9. RENTAL PER MONTH: R \_\_\_\_\_

10. VIEWING INSTRUCTIONS: \_\_\_\_\_

10. KEYS / SECURITY KEYS / REMOTE CONTROLS \_\_\_\_\_

11. PERIOD OF LEASE: FIXED PERIOD / OPEN ENDED MONTHS : \_\_\_\_\_

12. ADVERTISING: YES NO

13. BANKING DETAILS

FINANCIAL INSTITUTION: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

BRANCH CODE: \_\_\_\_\_

14. LEVY TO BE PAID BY WHOM OWNER (OR) RENTAL PROP : \_\_\_\_\_

NAME OF MANAGING AGENTS (LEVY STATEMENT AND HOUSE RULES TO BE ATTACHED) \_\_\_\_\_ (PH) \_\_\_\_\_

BODY CORPORATE \_\_\_\_\_ (PH) \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ (PH) \_\_\_\_\_

15. RATES TO BE PAID BY WHOM (COPY OF RATES ACCOUNT TO BE ATTACHED) OWNER (OR) RENTAL PROP : \_\_\_\_\_

16. MUNICIPAL ACCOUNT NUMBER (IF APPLICABLE) (ELECTRICITY/WATER) \_\_\_\_\_

NAME OF ACCOUNT HOLDER \_\_\_\_\_

17. MONTHLY STATEMENT POSTED / FAXED / E-MAILED TO: \_\_\_\_\_

18. ANY OTHER COMMENTS / INSTRUCTIONS: \_\_\_\_\_

SIGNED at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_\_

OWNER Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

RENTAL PROP Signature: \_\_\_\_\_