

# HCT RENTAL PROCESS

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## APPLICATION REQUIREMENTS:

- You must be 21 years or older
- You must be married or single with dependents.
- You total household income must be **R 4000.00** but not more than **R 7 500.00**
- You must be a South African Citizen

## REQUIRED DOCUMENTS:

- Certified copies of your I.D
- Your partner's certified copy of I.D ( if applicable)
- Certified Birth certificates or I.D copies of dependents (children) or an affidavit if the dependent is an extended family member
- Proof of income – latest original pay-slip ( for both you and your partner if applicable)
- 3 months bank statement if you are employed or 6 months bank statement if you are self-employed or in business

## APPLICATION AND APPROVAL

- Once you are able to provide these documents (mentioned above) then you apply by contacting the office to complete the application form.
- After the application has been completed, all information will be verified and credit-checks and affordability assessment will be done
- If your application is approved, you will be notified and put on the waiting list, if no property is available at the time of application.
- As soon as the unit becomes available, you will be notified and a property-viewing will be arranged for inspection.
- If the unit is satisfactory to you then the process of lease signing can begin.
- Upon payment and signing of lease, the tenant can take occupation of the unit.

## CONTACT PERSON

**Thobile N. Dlodla** - Leasing Officer

Thobiled@tshwane.gov.za

Office Tel: (012) 358 – 4469

(012) 358 – 2505