

REQUIRED DOCUMENT CHECKLIST

Employed Standard Documents

- ☐ 3 Months Payslips
- ☐ 3 Months Bank Statements
- ☐ Identity Document of Applicant
- ☐ Identity Document of Spouse Birth
- ☐ Certificates of Dependents
- ☐ Confirmation of Employment Contract

Self-Employed / Corporate Entities

- ☐ Proof of income (Latest 2 months pay slips or accountants letter verifying income if self employed)
- ☐ 3 Months Entity Bank Statements
- ☐ SARS Schedule Tax Return Annual
- ☐ Financial Statements

A. PERSONAL PARTICULARS

SURNAME	FIRST NAME(S)
IDENTITY NUMBER	DATE OF BIRTH
NATIONALITY	CITY / POSTAL CODE
CELL PHONE	TELEPHONE (H)
CURRENT EMPLOYER	OCCUPATION
EMPLOYER'S ADDRESS	
TELEPHONE (W)	LENGTH OF SERVICE

B. HOUSEHOLD COMPOSITION

☐ Single
 ☐ Couple
 ☐ Couple with Children
 ☐ Single Parent Unit

IDX	FULL NAME	DATE OF BIRTH	RELATIONSHIP
1			
2			



C. RESIDENCY HISTORY

PREVIOUS ADDRESS	
FROM DATE	TO DATE
CURRENT HOUSING STATUS:	
☐ Home Owner ☐ Rental Unit ☐ Living with Family ☐ Informal	
LANDLORD NAME	LANDLORD NUMBER
BASIC RENT PER MONTH	

D. INCOME PARTICULARS

REVENUE CHANNELS:		
Applicant: ☐ Formal ☐ Informal ☐ Pension ☐ Grants		
Partner: ☐ Formal ☐ Informal ☐ Pension ☐ Grants		
NAME	SOURCE	GROSS MONTHLY INCOME
		R
		R
Total Household Income:		R

E. PROPERTY CHOICE

☐ 1 Bed Unit	☐ 2 Bed Unit
☐ Ground Floor	☐ Upper Level

F. DISCOVERY SOURCE

☐ Newspaper	☐ Radio
☐ Referral	☐ Other

G. DECLARATIONS & SIGNATURES

☐ Possess a certified registered firearm on the property: [] Yes [] No

I declare that all particulars are true and correct. I grant DCI Community Housing Services the right to perform a credit check to assess my creditworthiness. All occupants consent to the processing of personal information under the Protection of Personal Information Act (POPIA).

PRIMARY APPLICANT SIGNATURE	PARTNER / SPOUSE SIGNATURE
PLACE/DATE:	PLACE/DATE:



Tel :
021 879 7363



Email :
info@fcichs.co.za



West Tower Offices 2.4
Canal Walk Century Boulevard
Century City, 7441

TERMS AND CONDITIONS

A non-refundable application fee of R200 (incl. VAT) is payable for the vetting, review and processing of applications.

INTERNAL OFFICE ADMINISTRATIVE LOGS ONLY

PROCESSED BY

LOG DATE

OFFICE SEAL / SIG



Tel :
021 879 7363



Email :
info@fcichs.co.za



West Tower Offices 2.4
Canal Walk Century Boulevard
Century City, 7441