CITY PROPERTY
Addressing the Future

RESIDENTIAL – CHANGING/ADDING OCCUPANTS

This document must be completed and signed by the legal contractual tenants giving notice that they would like to change the occupants currently living with them in the unit legally rented by them, from the landlord or its authorised agent. The completed form must be submitted to the customer service agent situated at our offices within your area, be it either Hatfield, Johannesburg, Kempton Park or Pretoria. A certified copy of the contractual tenants' ID/passport must be attached.

I, ..., ID/passport number .....

I, ..., ID/passport Number .....

I/we hereby declare that I am/we are the legal contractual tenants for the premises mentioned below and I and/or my authorised occupant have been living in this unit for longer than six months. I/we declare that I/we will take full responsibility for all payments to this account until the end of the lease period. I/we further declare that I/we will be responsible to give notice within the period as per the lease agreement before vacating the premises and accept that all other terms and conditions of the original lease agreement remain in force and currently apply to me/us, as well as to the listed occupant's tenancy in this premises.

Building name: ..... Unit number: ..... Unit size: .....

Tenant code: ..... Maximum number of occupants allowed in unit: .....

Building manager: ..... Contact details: .....

The following will be the new occupants of the above premises as from .....

Occupant name: ..... ID/passport: .....

Email address: ..... Contact number: .....

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Email address: ..... Contact number: .....

Occupant name: ..... ID/passport: .....

Email address: ..... Contact number: .....

Occupant name: ..... ID/passport: .....

Email address: ..... Contact number: .....

Tenant signature: ..... Contact number: .....

Tenant signature: ..... Contact number: .....

Reason for the change of occupants: .....

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1. This change of occupants shall not be binding on the landlord until signed by the landlord or its duly authorised agent.
2. The landlord, at its sole discretion, shall be entitled to determine the number of occupants that may reside within the leased premises
3. The account must be settled in full before any change or addition of occupants will be processed.

City Property Administration (Proprietary) Limited is the authorised agent of the landlord, on whose behalf we accept/decline this application.

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Customer service agent

Approved ☐ Not approved ☐

Date: .....