



TENANT CHECKLIST

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1. BEFORE APPLYING

- ☐ Determine your budget
- ☐ Understand total monthly costs
 - Rent
 - Utilities
 - Parking (if applicable)
 - Deposits
 - Insurance (contents)
- ☐ Identify preferred area
- ☐ Choose your ideal property
- ☐ Pre-qualify your affordability
- ☐ Check your credit record
- ☐ Ensure you meet the minimum income requirements
- ☐ Prepare all required documents



2. DOCUMENTS REQUIRED

- ☐ South African ID
- ☐ Proof of residence
- ☐ Latest 3 months' payslips
- ☐ Latest 3 to 6 months' bank statements
- ☐ Employment confirmation letter
- ☐ Proof of additional income (if applicable)
- ☐ Previous landlord reference
- ☐ Credit report (if requested)
- ☐ Marriage certificate (if applicable)
- ☐ For self-employed:
 - 6 to 12 months' business bank statements
 - Tax returns
 - Company registration
 - Financial statements



3. APPLICATION PROCESS

- ☐ Complete the rental application form
- ☐ Submit all supporting documents
- ☐ Pay the application fee (if applicable)
- ☐ Wait for verification and screening
- ☐ Reference and credit checks completed
- ☐ Approval or additional information requested
- ☐ Application outcome communicated



4. BEFORE SIGNING THE LEASE

- ☐ Review the lease agreement thoroughly
- ☐ Understand your rights and responsibilities
- ☐ Confirm the lease period
- ☐ Confirm the rental amount
- ☐ Confirm the deposit amount
- ☐ Confirm the occupation date
- ☐ Confirm utility responsibility
- ☐ Confirm parking allocation
- ☐ Ask about maintenance procedures
- ☐ Ask about guests and pets policy
- ☐ Ensure inclusions and exclusions are clear



5. PAYMENTS & DEPOSITS

- ☐ Pay the deposit (usually 1 to 2 months' rent)
- ☐ Pay the first month's rent
- ☐ Pay the key deposit (if applicable)
- ☐ Pay the utility deposit (if applicable)
- ☐ Request and keep proof of payments
- ☐ Ensure all amounts are reflected on the lease agreement



6. MOVE-IN INSPECTION

- ☐ Do a joint inspection with the landlord/agent
- ☐ Ensure the condition report is completed
- ☐ Take clear photos and videos
- ☐ Note all existing damages
- ☐ Record all meter readings
- ☐ Test all appliances and fixtures
- ☐ Sign the inspection report
- ☐ Request a copy of the inspection report



7. DURING THE LEASE

- ☐ Pay rent on time, every time
- ☐ Keep proof of all payments
- ☐ Look after the property and report maintenance issues early
- ☐ Do not make alterations without written permission
- ☐ Keep the property clean and in good order
- ☐ Respect neighbours and estate rules
- ☐ Follow the terms of the lease agreement
- ☐ Inform the landlord/agent of any changes in your personal details



8. MAINTENANCE & REPAIRS

- ☐ Report maintenance issues in writing
- ☐ Allow reasonable access for repairs and inspections
- ☐ Understand what the landlord is responsible for
- ☐ Understand what the tenant is responsible for
- ☐ Keep the property well maintained



9. INSPECTIONS

- ☐ Routine inspections may be conducted
- ☐ You will be given reasonable notice
- ☐ Ensure the property is accessible
- ☐ Keep the property in good condition
- ☐ Review the inspection report



10. END OF LEASE

- ☐ Give proper notice as per the lease agreement
- ☐ Arrange for a final inspection
- ☐ Ensure the property is cleaned
- ☐ Remove all personal belongings
- ☐ Return all keys, remotes and access cards
- ☐ Ensure municipal accounts are up to date
- ☐ Ensure all damages are repaired (if your responsibility)
- ☐ Confirm your deposit refund process



11. YOUR RIGHTS

- ☐ Right to quiet enjoyment
- ☐ Right to a safe and habitable environment
- ☐ Right to reasonable privacy
- ☐ Right to fair treatment
- ☐ Right to get repairs done in reasonable time



12. IMPORTANT CONTACTS

Property Practitioner:
Contact Number:
Emergency Number:
Maintenance Contact:
Municipality:
Security:

T&A PROPERTY GROUP TENANT ADVICE

“A good tenancy is built on communication, respect and responsibility. Look after the property as if it were your own and communicate openly with your landlord or agent.” ”



PROFESSIONAL
SERVICE



FAIR & TRANSPARENT
PROCESSES



WELL-MAINTAINED
PROPERTIES



QUICK RESPONSE
TIMES



CLEAR LEASE
AGREEMENTS



RESPECT &
COMMUNICATION



SECURE & SAFE
ENVIRONMENTS

T&A PROPERTY GROUP
BUILDING WEALTH THROUGH PROPERTY.



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