



INTERNAL TRANSFER

TENANT REFERENCE NUMBER: _____

1. ACCOMMODATION

Building: _____ Building Manager: _____

Unit No: _____ Unit Type: _____

New Unit No: _____ Unit Type: _____ Transfer Date: _____

Reason for transfer:

Upgrade

Downgrade

Damage

Other

If other, please state reason: _____

2. APPLICANT DETAILS

First Names: _____ Surname: _____

ID / Passport No: _____ Work Tel No: _____

Cell No: _____ Email: _____

3. TERMS AND CONDITIONS

- a. An admin fee of R1150 will be charged where the tenant requested to move.
- b. No transfer can take place where the tenant's account is in arrears.
- c. Final approval is subject to head office approval and is not guaranteed, all below signatures are required.
- d. On approval of this application you will be required to sign a new lease agreement with Afhco Property Management.
- e. All terms and conditions will be contained in the lease agreement and this will be carefully explained to you prior to signing.
- f. No agreement will exist until such time as the lease agreement has been signed and you will not be able to move into your unit
- g. The tenant may be required to supply new supporting documentation in support of this request:

Tenant Signature: _____ Date: _____

Building Manager Signature: _____ Date: _____

Area Manager Signature: _____ Date: _____

Credit Control Signature: _____ Date: _____

Letting Admin Signature: _____ Date: _____

HEAD OFFICE USE ONLY (DEBTORS)

INTERNAL TRANSFER RECEIVED

SNAG LIST RECEIVED

NEW LEASE RECEIVED

CHARGES STOPPED

NEW CHARGES COMMENCED