



# Unaccredited Merchants

## Landlord Guide 2025

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Compiled by Fundi Capital (Pty) Ltd.

Know more. Be more.

**FUNDI**





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## Process Overview

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The process will work as follows – you as the Landlord will register on the platform and add your property details, including the address. You will then upload the individual lease agreements (including the proof of home address from the student). Two landlords will not be able to submit lease agreements for the same student Identity number.

The University will then review the agreement during an approval process. A message will be sent to you notifying you of an approval or rejection. If referred back (for example if you did not include the proof of residence) you are able to remedy the mistake and resubmit. You will receive an email about the outcome, in addition you can log back onto the platform and check.

Once approved the University will upload the allocation onto the Fundi Fund Administration System (FAS) and the student will receive an email to log in and approve/reject the landlord.

If the student approves the landlord, Fundi will verify the banking details and make appropriate payments on a monthly basis.

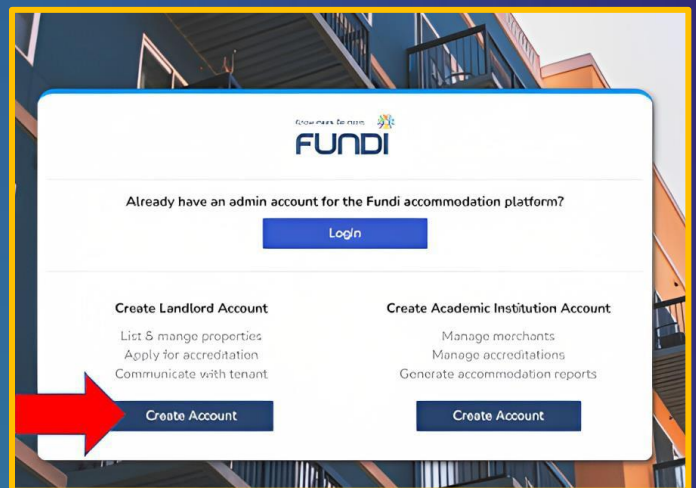
If the student moves from your property you are accountable to indicate on the platform that the student has moved in order to terminate the payment process.



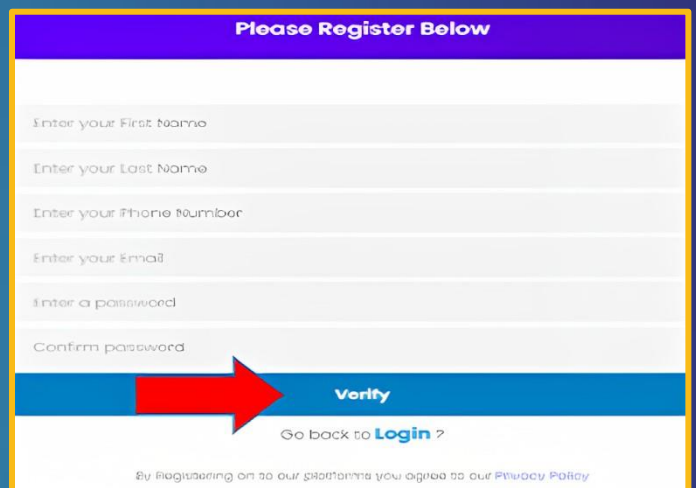
# How to Register as a Landlord

- 1 Click on the following link.  
<https://accommodationadmin.fundi.co.za/account/login>

- 2 Create an account by clicking on 'Create Account'. Once registered, you can always access your account by clicking on 'Login'



- 3 Complete your details and click on 'Verify'





4

Fill in your OTP received via SMS and click on 'Register'

Please Register Below

Email

Surname

72@grivof00en

Verify

OTP used to verify your email address is 72@grivof00en

Did not receive OTP? Click verify again

Register

Go back to [Login](#)

By registering on our platforms you agree to our Privacy Policy

5

You will be redirected to the Login screen. Complete your username & password click on 'Login'

Please Login Below

username

Password

Login

Register

[Forgot Password?](#)

By logging in to our platforms you agree to our Privacy Policy

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Click on 'Unaccredited Merchants'

Welcome to Accommodation Platform

To complete your profile tell us more about yourself.

What are you here for ?

Apply For Accreditation

I want to start the application for my property to be accredited by an institution.

Proceed

Unaccredited Merchants

Landlords instructed by the institution to enlist as unaccredited merchants as their properties have not been evaluated.

Proceed

Property Listing

I want to list my property so I can find interested students, check them in and manage my relationship with them.

Proceed

Know more. Be more.





If you are an individual using your personal bank account, click on

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**'Individual Landlord'** and then **'Next'**

Welcome to Accommodation Platform John Smith

To complete your profile tell us more about yourself.

1. Are you representing an organisation or individual landlord ?

Organisation (with Registered Company)  Individual Landlord

[Next](#)

If you do not have a registered company and banking details in your PERSONAL NAME

If you have a registered company with banking details in the name of the company, click on

**'Organisation'** and then **'Next'**

8

You will be redirected to the Login screen. Enter your username & password and click on **'Login'**

Welcome to Accommodation Platform John Smith

To complete your profile tell us more about yourself.

2. Organisation or Personal details ?

Merchant Details

Full Name: John Smith Id Number: 8012060188084

Contact Person: John Smith Contact Email: johnsmith@gmail.com

Phone Number: Mobile Number: [Redacted]

Physical Address

Address: 1 Parkway Drive

Address 2: Mindalore

Suburb: Knugersdorp Province: Gauteng Postal: 1739

Postal address is same as Physical address

[Back](#) [Next](#)

If you clicked Individual Landlord





9

Type in the banking details and then click on 'Complete'

The image shows a registration form titled "Please Register Below". It contains several input fields for banking details, including account number, branch, and name. Below the fields are buttons for "Verify" and "Register". A red arrow points to the "Complete" button at the bottom of the form.

## How to Create Properties

1

Click on 'Create Properties'

The image shows a welcome message: "Welcome to Accommodation Platform John Smith". Below the message, it says "To complete your profile tell us more about yourself." and "Merchant created:". A red arrow points to the "Create Properties" link.

2

Complete the fields and click on 'Create'

The image shows a "Create New Property" form. It has multiple sections for entering property details, including "Property Name", "Physical Address", "Property Type", and "Physical Address 1". A red arrow points to the "Create" button at the bottom right of the form.



3

Complete fields and click on 'Create'

The screenshot shows the 'Create Property Unit' form with the following fields and values:

- Unit Name: Bedroom
- Description: Single room
- Total Units: 3
- Reserved Units: (empty)
- Available Units: 3
- Available Date: 2023/01/27
- Price: (empty) - **NB Insert Rent per month**
- Accommodation Type: Private Room
- Furnished: Yes
- Bathrooms: Shared
- Bedrooms: 1
- Advertising Plan: Basic
- Facilities: Private kitchen, Solar Geyser, Under floor heating, Garden - **Not compulsory**
- Create button: (highlighted with a red arrow)

4

Click on 'Property Management'

The screenshot shows the 'Accommodation Portal' interface with the following elements:

- Navigation menu: Accreditation, Merchant Details, Merchant Banking Details, Property Management (highlighted with a red arrow)
- Property Unit Image (Optional) - **Not compulsory**
- Property Management section with a table:

Image Id	Description	Image Thumbnail
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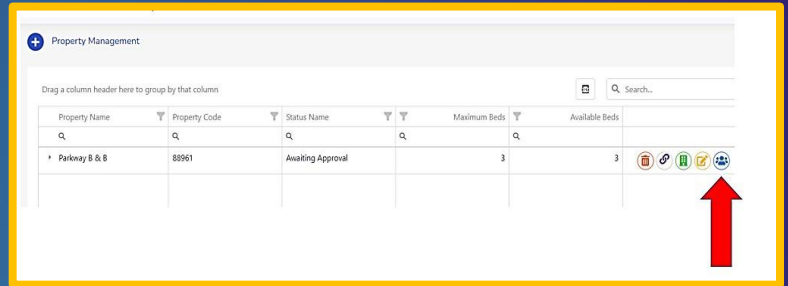




# Adding Student Details & Lease Agreement

1

Click on the icon



2

Click on '+ Resident Students'



3

Complete student details; Upload lease agreement including the Proof of residence and click on '+Add'

Unit: Bedroom

Name: Tebogo

Surname: Mogale

ID Number: 0211120321084

Institution: Cape Peninsula University of Technology

Student Number: 208721003

Email Address: tebogomogale@gmail.com

Contact Number: 0825151019

Lease Agreement:  Lease Agreement (PDF, BMP, PNG, JPEG, GIF and size 10MB)

Upload lease agreement in PDF that must include proof of address



- 4 Process complete – Wait for approval from Institution

Full Name	ID Number	Institution Name	Student Number	Unit Name	Status
Tosago Mngisi	0211122521584	Cape Peninsula University of Technology	228272023	Bedroom	Submitted
Oorabile Moloi	0206123780264	Cape Peninsula University of Technology	2197342229	Bedroom	Submitted
Liam Saka	0212286594874	Cape Peninsula University of Technology	198532264	Bedroom	Submitted
Erna Maseke	030148878384	Cape Peninsula University of Technology	22876222	Bedroom	Submitted



## Institution Approval

The Institution will now review the application and may do one of the following:

Student Number	Unit Name	Status
228272023	Bedroom	Approved
2197342229	Bedroom	Rejected
198532264	Bedroom	Send Back
22876222	Bedroom	Send Back



1

Reject the application:  
Click on 'Next' to see reason

Exit Student	
Unit:	Bedroom
Name:	Oorabile
Surname:	Moloi
ID Number:	0006128768084
Institution:	Cape Peninsula University of Technology
Student Number:	2197342229
Email Address:	oorabilemoloi@gmail.com
Contact Number:	0733764309
Lease Agreement:	Lease agreement Oorabile Moloi.pdf
Comments:	Student not funded





Student Number	Unit Name	Status	
200721003	Bedroom	Approved	
2197342020	Bedroom	Rejected	
196532564	Bedroom	SendBack	
200780220	Bedroom	SendBack	

Refer back the application

2

Refer back the application – Click on ‘Next’ to status to see reason, Click ‘Edit’ student, fix mistake, and click ‘Update’

Edit Student

Step 2: Click edit

Unit:  
Bedroom

Name:  
Lilian

Surname:  
Saula

ID Number:  
0312286654088

Institution:  
Cape Peninsula University of Technology

Student Number:  
196532564

Email Address:  
liliansaula@gmail.com

Contact Number:  
0769147769

Lease Agreement:  
[Upload New File](#) Lease agreement Lilian Saula.pdf

Comments:  
Please correct ID number

Step 1: See comment

Step 3: Fix mistake

Step 4: Click update

[Cancel](#) [+ Update](#)

*The application is now resubmitted for approval to the institution*



3

### Approve the application

Student Number	Unit Name	Status	
208721003	Bedroom	Approved	
2197342229	Bedroom	Rejected	
196532564	Bedroom	SendBack	
208765220	Bedroom	SendBack	

The Institution will now send an allocation to the Unaccredited Accommodation Pocket on the Fundi Fund Administration system (FAS).

The student will receive communication to approve/reject the landlord.

Once the student approves the landlord, Fundi will verify the banking details and make appropriate payments on a monthly basis

For enquiries, contact [unaccredcutmerchants@fundi.co.za](mailto:unaccredcutmerchants@fundi.co.za)

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