



**STUDENT GUIDE
FOR
COMPLETING PRIVATE RENTAL (NON-ACCREDITED) ACCOMMODATION CLAIM**

PLEASE CONTACT YOUR FEES AND FINANCIAL AID OFFICER IF YOU ARE UNCLEAR ABOUT ANY OF THE INFORMATION IN THIS INFORMATION Guide

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NO INCOMPLETE OR INCORRECT FORMS WILL BE ACCEPTED .

RENTAL CLAIM INFORMATION

GUIDELINES FOR RENTAL AGREEMENTS

The Central University of Technology Free State prefers that a student use a CUT Accredited Accommodation as mandated by the DHET guidelines. Residence Life office will have to confirm non availability of space from CUT residences and accredited accommodation before accepting of this application.

This guide provides you with basic guidelines to assist students in negotiating a rental agreement.

1. It is always important to insist that the contract of letting and hiring be in writing. It should include all the terms and conditions agreed to, such a document is known as a contract of rental.
2. The landlord is the person who is in charge of the property and who legally owns the property. The tenant is the person who is looking for a premises, which may be let by the landlord.
3. For the contract of rental to be valid, it must include an agreement on the following:
 - **The landlord gives the tenant temporary use of the property.**
 - **A specification of the property to be let.**
 - **The amount of rent per month.**
 - **The period of the rental agreement.**
 - **The landlord must supply proof that the landlord legally owns the property.**
4. As soon as the parties have agreed to the above, a binding rental agreement has been concluded.
5. When an agreement results from private negotiations (ie Trust owned properties/ individual owned properties) and not via a registered agency, the specifications of this guide should be followed strictly, and the terms of rental must comply with the available rental agreement.

STUDENT GUIDE TO COMPLETING THE RENTAL CLAIM FORMS

REQUIREMENTS TO QUALIFY FOR PRIVATE ACCOMODATION

1. You must have obtained financial aid (**NFSAS, Bursaries**) for 2022.
2. **You need to submit ALL the required documentation, fully completed, to the venue as directed by the Residence life office.**

DOCUMENTATION NEEDED FOR CLAIMS TO BE PROCESSED

RENTING FROM AGENCIES:

- **The original lease or rental agreement** or fully completed "Claim form for private rental of property" (LS139.3), with all the relevant stamps and signatures.
- **Fully completed LS 210.3**
- If you are sharing premises/flat with someone who is renting a premises / flat from an agency, you will need to bring a certified copy of the rental agreement between that person and the agency as well as a letter from agency in which they indicated that you are sharing the flat with the person in whose name the rental agreement with the agency is.
- CK documents – (CIPRO)
- SARS tax clearance certificate
- **A certified copy of the student's ID document. Not older than 3 months**
- **Proof of residential address of the student**
- **Student to sign the lease agreement confirmation and information declaration**
- If Agency is a CC – copies of the member's ID's that have been certified.
- **Contact details of agency**
- **Stamped Bank letter of confirmation of banking details of Agency**

RENTING FROM TRUSTS AND PRIVATE INDIVIDUALS

- If you do not have the lease agreement, complete and sign "Rental agreement between the landlord and student – via private negotiations (LS137.3)
- **Fully completed LS 210.3**
- The fully completed "Claim form for private rental of property" (LS139.3), with all the relevant stamps and signatures.
- **A certified copy of the student and the landlord's ID document. Not older than 3 months**
- **Proof of residential address of the student**
- **Student to sign the lease agreement confirmation and information declaration**
- **Contact details of landlord.**
- You will need to submit certified proof of legal ownership (**confirmation from the Municipality**)
examples of proof required,
 - rates and taxes (water and lights) bill, or
 - copy of title deed,
 - or residential permit holder confirmation stamp
 - or the site permit holder confirmation stamp
- **Stamped Bank letter of confirmation of banking details of Landlord or Trust**