

APPLICATION FORMS :

1. Form must be completed in full.
2. Every page must be initialed and signed off by the Director/Owner of the company. If this cannot be done, they will need a resolution which authorises the signatory to act on behalf of the entity.
3. Must have three trade reference - This is any company they have terms with (an account) not employment, previous employment, nothing funny like that. Please note STUDENTS may not have any accounts/trade references.
4. Students - we are lenient on trade references on students however all students must hand in a letter from the institute they are studying at to confirm this, plus the other documents required; copy of their ID; copy of student card and proof of address.
5. All necessary documents must accompany the application form i.e;
 - copy of ID document,
 - proof of address,
 - company registration documents,
 - resolution (If Director cannot sign application)
 - letter from University to confirm the applicant is a Student (For Student COD forms)
 - Copy of Student card - (For Student COD forms)
6. Foreign applications - Credit Checks cannot be processed on these applications, however please confirm if the client has dealt with any of our overseas branches, as we can liaise with the foreign branches.

All the necessary documentation will need to accompany the Customer COD Information form - As per normal,

Please ensure client pays upfront as per COD policy,
Refundable deposit can also be requested from the client,
Application to be approved Marius, Goran or Gouwah.

HAND IN :

The completed application form and supporting documents as listed above must be handed into accounts - Nurahn/Gouwah(CPT) and Njabulo(JHB).

FINAL APPLICATION FORM CHECK

Accounts will do the final check on the application before it is processed and notify the client and rentals department of the status of the application.