



OUTAPI TOWN COUNCIL

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OUTAPI

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APPLICATION TO PURCHASE PROPERTY

NOTE: CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WHERE APPLICABLE:

- (1) ID Document
- (2) Marriage certificate & ID documents of spouse (in terms of marriage Equality Act No. 1 of 1996)
- (3) Companies Registration Certificate
- (4) Pay Slip/ Bank statement
- (5) Preliminary Building plan
- (6) All business applications must be accompanied by the motivation letter

SECTION A PARTICULARS OF APPLICANT	
SURNAMEN	
FULL NAMES	
ID NO / REGISTRATION OF COMPANY	
RESIDENTIAL ADDRESS	
POSTAL ADDRESS	
STREET NAME	
TEL NO / CELLPHONE	
EMAIL ADDRESS	
INCOME PER MONTH	
INCOME TAX NO:	
SECTION B PARTICULARS OF THE SPOUSE	
SURNAME	
FULL NAMES	
ID NO	
TEL NO / CELLPHONE	
EMAIL ADDRESS	
INCOME TAX NO:	
SECTION C : DESCRIPTION OF ERF	
ERF NO	
SIZE OF THE ERF IN SQUARE METER	
REFERENCE OR ACCOUNT NO	
OLD ERF NO	
IMPROVED	
SECTION D: ZONING	
RESIDENTIAL	
BUSINESS	
INSTITUTIONAL	
INDUSTRIAL	
HOME BASED	
GENERAL RESIDENTIAL	
LOCAL AUTHORITY	
PUBLIC OPEN SPACE	

SECTION E: IMPROVEMENTS IF APPLICABLE	
SPECIFY IMPROVEMENTS(i. e. house)	
TYPE OF STRUCTURE (steel, bricks and cement, fabricates etc)	
BULDING PLANS: not submitted/ submitted	
SECTION F: OCCUPATION OF HOUSE	
DATE OF FIRST OCCUPATION	
LEASE AGREEMENT ,YES/NO	
WHO OCCUPIED FOR LAST FOUR YEARS? IF NOT APPLICANT, GIVE REASONS	
WHO WAS RESPONSIBLE FOR PAYMENT OF COUNCIL ACCOUNT? IF NOT APPLICANT GIVES REASONS	
IS THERE ANY OUTSTANDING AMOUNT PAYABLE TO COUNCIL YES/ NO	
DID YOU SUB-LET ERF OR ANY PORTION THERE OF DURING LAST FOUR YEARS?(IF YES , GIVE FULL PARTICULARS OF LESSE)	
ARE YOU AWARE OF ANY DISPUTE REGARDING ERF OF OCCUPATION THERE OF (IF YES, GIVE FULL PARTICULARS OF DISPUTE)	
ARE YOU AWARE OF ANY ILLEGAL OR UNAUTHORISED WATER OR ELECTRICITY CONNECTIONS IN RESPECT OF ERF OR HOUSE?	
SECTION G : MOTIVATION OR REASONS FOR APPLICATION	

SIGNED AT.....ON THIS THEDAY OF20.....

SIGNATURE OF APPLICANT

FOR OFFICIAL USE ONLY

PROPERTY MANAGEMENT

RENTAL HOUSE PAID FULL : YES/ NO	
DATE:	SIGNATURE

COMMENTS: TOWN TREASURES

ACCOUNTS PAID YES/NO	
DATE:	SIGNATURE

COMMENTS: TOWN ENGINEER

ILLEGAL WATER CONNECTION: YES/ NO	
ILLEGAL ELECTRICAL CONNECTION: YES / NO	
DATE	SIGNATURE

MANAGEMENT COMMITTEE MEETING: DATE:

APPROVED/ NOT APPROVED
IF NOT APPROVED : REASONS
IF APPROVED; CONDITIONS IF ANY:

SIGNED AT _____ ON THISDAY OF20.....

CHAIRPERSON OF THE MANAGEMENT COMMITTEE

CHIEF EXECTIVE OFFICER