



RES ON BICCARD | 46 BICCARD STREET | BRAAMFONTEIN, 2000
HERTFORD OFFICE PARK | 90 BEKKER ROAD | VORNA VALLEY
OFFICE: +27 10 597 3256 | MOBILE WHATSAPP: +27 72 378 0872
EMAIL: admin@res365.co.za | REG NO: 1966/011463/07

RENTAL FEES

Penalty and Fee Schedule 2025

Tenant's Full Name: _____

The below fees shall be applicable:

- Administration Fee – R650.00

This is charged for credit vetting, confirmation of employment, sponsorship confirmation, references etc. This fee is payable upfront in order to proceed with the application. Please note that the administration fee is **non-refundable**.

Initial: _____

- Booking Fee – R500.00

This is charged for allocation and reserving a room. Once the room is allocated and the booking fee is paid then your lease will be ready for signing. Please note that the booking fee is **non-refundable**.

Initial: _____

Rent payments should be EFT, if not, bank charges incurred will be charged to the tenant on the next invoice. Initial:_____

- Lease renewal fee – R 650.00 Initial:_____
- Key replacement Fee – R 150.00 Initial:_____
- Cleaning Fee – R 200.00 Initial:_____



- Sleepover Fee – R 300.00

Initial: _____

PENALTY OR LATE PAYMENTS

- Late Payment Fee – 2% of the rent amount

Initial: _____

Being an admin collection charge from the 3rd of the month for each occasion it becomes necessary to address late payment of either rent and/ or other charges.

- Listing with ITC and TPN – R150.00

Initial: _____

This will be charged when a letter of demand is sent and/or the tenant is listed on ITC, Experian or TPN

- Broken Appointment Fee – R350.00

Initial: _____

This will be charged if an appointment is missed by the tenant.

- Tracing Fee – R110.00

Initial: _____

If a payment is made without a correct reference number, the tracing fee will be charged.

It remains the responsibility of the Tenant to ensure to avoid any penalty fees, all relevant payments are to be received timeously as per the lease agreement.

Signature _____

Date _____

