



# APPLICATION FOR DEBT INCENTIVE

<b>Town</b>		
<b>Ward Number</b>		
<b>Account Number</b> (Attach a list if application is for more than one (1) properties)		
<b>Representative's Surname &amp; Initials</b>		
<b>Business Name</b>		
<b>Business Registration No.</b>		
<b>Meter Number (Optional)</b>	<b>Water Meter</b>	
	<b>Electricity Meter</b>	







<b>For Office Use Only</b>			
<b>Account Number</b>			
<b>Application Number</b>			
<b>Captured by</b>		<b>Date</b>	

COMMERCIAL CONSUMER -CASH PAYMENT

## **Sections**

Section A	:	Business Details
Section B	:	Property Information
Section C	:	Availability of Services
Section D	:	Declaration
Section E	:	Approval
Appendix A		

### **The following supporting documents must be attached on the form**

-  Recent municipal bill
-  Proof of Business Registration (e.g CK1);
-  List of Directors and certified ID;
-  List of Trustees and certified ID;
-  Proof of nominated beneficiary (In case where the property owner is deceased)
-  Lease agreement (where the property is occupied by tenant(s))

## SECTION A: BUSINESS DETAILS

Business Representative		Initials			
Business Name					
Business Registration Number					
Area - (Head quarters)					

Postal Address:

Physical Address:

Postal Code					Postal Code				
E-mail Address									
E-mail Address (Cont.)									
Telephone Number									
Fax Number									
Cell phone Number									

## SECTION B: PROPERTY INFORMATION

Street Name		Stand Number	
Type of property			
Owner			
In case of deceased owner (who is beneficiary of the property?)		Attach proof	
Do you have a title deed or permit as issued by the Directorate of Human Settlements?		If, yes, attach a proof	
Do you have deed of sale?		If, yes, attach proof	

Number of years in this property		Is there a built structure or is it vacant?	
Market value of the property		Total municipal debt	
Number of "back rooms" rented out to tenants		Are services connected separately or consolidated?	
Do you own other stands?		If yes, provide addresses/ account number(s) (Attach List if necessary)	

**A. Cash Settlement Offer**

**Ageing of Debt**

Days in Arrears	Capital	Interest	Total
120 days- 365 days			
<b>Total</b>			
Incentive applied for ( % )	40%	40%	
Incentive applied for ( R )			
Days in Arrears	Capital	Interest	Total
366 days and older			
<b>Total</b>			
Incentive applied for ( % )	50%	50%	
Incentive applied for ( R )			

**B. Current debts ( not subject to discount)**

**Ageing of Debt**

PERIOD	Capital	Interest	Total
current to 90 days			
<b>Total</b>			

**C. Incentive and Settlement of Debt**

Total Debt Owed ( A+B)	Total Incentive (A)	Total Amount to be paid

## SECTION C: BASIC SERVICES AVAILABILITY

<b>Access to</b>	Water		Sanitation		Electricity		Refuse Removal	
<b>Water</b>	House connection		Communal Tap		Meter working properly		No meter/Faulty	
<b>Sanitation</b>	Waterborne		VIP		Septic		Other.....	
<b>Electricity</b>	Eskom Supply		Municipal Supply		Meter working properly		No meter/Faulty	
<b>Refuse</b>	Collected weekly?		Do you have a refuse bin?		How do you dispose garden refuse?	Dump on the street?	Use transport to dump at municipal landfill site?	
<b>When did you last receive municipal account?</b>			<b>When was your last payment date?</b>			<b>What is your average monthly bill?</b>		
<b>Which method do you prefer for receiving of your monthly account? (Choose preferred method)</b>					Post	Email	MMS	

# SECTION D: DECLARATION

## DECLARATION BY APPLICANT

I, the under signed resident, declare that;

- 1) I agree that Council Officials may conduct an on site audit to verify the information provided on this application for Debt Incentive(s).
- 2) I agree that Council Officials may conduct an on site audit to verify the information provided on this application for Debt Incentive(s).
- 3) I am aware that any false declaration on this form, is punishable by law.
- 4) Total Amount of R..... will be paid to Great Kei Local Municipality within 7 days after approval of this application.
- 5) The applicant agrees to the Terms of Application as noted under Appendix A.

\_\_\_\_\_  
Signature / Thumb print of Applicant

\_\_\_\_\_  
Date

**SECTION E: APPROVAL**

*I/ We confirm that:*

- (i) The consequences of the above declaration was duly explained to the property owner,
- ii) I/ We understand that information disclosed to me by the Applicant will always be treated as confidential, will not be disclosed to any third party and is only meant for office use.

\_\_\_\_\_  
Initials and Surname of Municipal Official

\_\_\_\_\_  
Initials and Surname of Delegated Official

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

<b>APPROVED</b>	<b>NOT APPROVED</b>
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**COMMENTS**

## **APPENDIX A: TERMS OF APPLICATION**

### **THE FOLLOWING TERMS WILL APPLY WHEN ENTERING INTO THIS AGREEMENT**

- 1) Applications will only be accepted if submitted before the deadline of this scheme (By no later than 31 December 2018 or the date as communicated by Council).
- 2) By accepting this agreement, the applicant accepts all requirements that are embedded in the contract.
- 3) Council has the right to withdraw this agreement at any time due to insufficient or inaccurate information provided, non-payment of agreed amount, non-payment within specified deadline or any other matter that could reasonably be considered a breach of agreement;
- 4) All discounts pursuant of this agreement will only be effected onto the account of the debtor once full settlement of agreed amounts have been received in the primary account of Council;
- 5) The parties to this agreement will be bound by the terms and conditions as contained in the approved debt incentive scheme policy duly approved by Council.