



FINANCE CLUSTER

REVENUE MANAGEMENT UNIT

Florence Mkhize Building,

251 Anton Lembede Street,

Durban, 4001

Tel: 080 311 1111

Website: [http://: www.durban.gov.za](http://www.durban.gov.za)

Queries: <http://correspondence.durban.gov.za:200/>

SUBSTITUTION OF SOCIAL HOUSING TENANT

PLEASE COMPLETE IN BLOCK LETTERS	
1. PARTICULARS OF EXISTING TENANT	
Municipal Account number	
Full Names	
ID Number	
Property address	
Postal Code	
Contact telephone numbers	
Email address	
2. PARTICULARS OF NEW TENANT	
First Names	
ID Number	
Contact telephone numbers	
Email address	

3. DECLARATION BY NEW SOCIAL HOUSING TENANT

I, the undersigned, _____, do hereby declare that:

1. All the information supplied on this form is true and correct. All other information on the Municipality's records remains unchanged or will be updated concurrently with this form.
2. The substitution of my details as a Social Housing Tenant, if granted by Municipal's Human Settlements Unit or any government department, will not release me from any obligations incurred under the existing account/s of the previous Social Housing Tenant and shall not be deemed to constitute the opening of a new account with the Municipality.
3. I acknowledge and understand that all the terms and conditions in the existing Municipal Services Agreement concluded between the previous Social Housing Tenant and the Municipality shall remain in full force and will be binding on me, except to the extent where variations have been mutually agreed to, in writing.
4. I accept the rights and obligations of the previous Social Housing Tenant, including all Debts, any Credit Authority and Deposits and undertake to honor all my obligations to the Municipality and to pay all amount that may become due and payable to the Municipality arising from my Substitution as Social Housing Tenant.
5. By appending my signature to this form, I acknowledge that I will forfeit the Deposit that I paid to the Municipality when opening the Municipal Account and that, if this Substitution is approved, the new Social Housing Tenant will inherit the Deposit in accordance with the Municipality's Policy.

APPLICANT'S SIGNATURE

DATE

<u>FOR OFFICE USE ONLY</u>
Received by (Name & Service No): _____
Date received: _____
Captured by (Name & Service No): _____
Application met all requirements: YES / NO
Signature of capturing official: _____

4. CRITERIA AND DOCUMENTS TO ACCOMPANY THIS APPLICATION

- ✦ Lease agreement and any Addendum/Agreement of Cession and assignment between the tenant and the Municipality/Government Department/Public legal body.
- ✦ Proof of receipt of a subsidy from the National or Provincial Government
- ✦ Certified copy of Identity Document/Smart card of new Social Housing Tenant
- ✦ Signed Acknowledgement of Debt where there is historic debt on the property
- ✦ The New Social Housing Tenant will assume the rights and responsibilities of the previous Social Housing Tenant, including all Debts, any Credit Authority and Deposits.

5. SUBMISSION OF APPLICATION

Applications may be submitted electronically to: <http://correspondence.durban.gov.za:200/>, Hand delivered applications may be sent to Sizakala Centers or any Revenue Customer Service Centers.

For further queries, contact Tel: 080 311 1111

All applicants are encouraged to submit their application forms via email provided above, where possible.