

c/o Kerk & Taute Street (Civic Centre Buiding)  
Ermelo  
Mpumalanga Province  
South Africa  
2350

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**MSUKALIGWA**  
LOCAL MUNICIPALITY

PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350

**WEBSITE** [www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)  
**E-MAIL** [records@msukaligwa.gov.za](mailto:records@msukaligwa.gov.za)

## PLANNING AND ECONOMIC DEVELOPMENT

Enquiries: Mr. B.C. Thusi  
Reference: (017) 801-3570/3450

### APPLICATION FORM TO RENT OR PURCHASE MUNICIPAL PROPERTY

SECTION A: APPLICATION DETAILS	
Name of Applicant	
Address	
Contact Details	Cell:
	Tel:
	Email:
SECTION B: PROPERTY DESCRIPTION	
Erf/Farm no.	
Township:	
Street Address:	
SECTION C: NATURE OF APPLICATION	
Application to buy Property	
Application to lease Property	
Size Required (in m2 or Ha)	



**SECTION D: LIST OF ATTACHMENTS & SUPPORTING INFORMATION REQUIRED / SUBMITTED****The following documents must be attached to the applicant (Checklist):**

List of Document needed	Tick (when provided)
1. Copy of the receipt of the application fee R450.00 (inclusive of S.G Diagram and Locality Map to be obtained from GIS/Town Planning.	
2. Any additional motivation or comments.	
3. S.G. Diagram for the property that is being applied for.	
4. Locality Map for the property that is being applied for.	
5. Copy of the identity document of applicant.	
6. If the applicant is a non-governmental organization, NPO or NGO registration certificate must be attached.	
7. If the applicant wants to establish a business on the property to be leased/purchased, the applicant must submit a detailed business plan.	
8. If the applicant is a registered business, the company/trust/close corporation must submit the relevant registration documents with the application and disclose the particulars of the Directors or Trustees.	

**SECTION E: IMPORTANT ISSUES TO NOTE**

1. Incomplete applications will not be considered.
2. In the event that a person purchase property from the Municipality, he will be responsible for some or all the following costs depending on the specific transaction, namely: Sub-division costs, advertisement costs, land use costs, road costs, consolidation costs, surveyor costs, transfer costs, valuation costs and connection costs to Municipal services.
3. In the event that a person leases property from the Municipality, he will be responsible for the advertisement costs valuation costs (in some cases) and the monthly Municipal service costs.
4. Successful applicants will be required to enter into a lease or purchase agreement with the Municipality.
5. By making this application, you give permission and consent that my name, surname and personal information contained in this application form, may be presented to Council and made available to interested and affected parties for purposes of this application.

**SECTION F: DECLARATION**

I/We hereby wish to confirm the following:

1. That the information contained in this application form and accompanying documentation is complete and correct.
2. That I/We am/are authorised to make this application and (where applicable) that copies of such full relevant Powers of Attorney are attached hereto:

Applicant's signature: ..... Date: ..... / ..... / .....

**SECTION G: ACKNOWLEDGEMENT OF RECEIPT**

Received By: ..... Date: ..... Signature:
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9. Copy of the receipt of the application fee **R450.00** (inclusive of S.G. Diagram and Locality Map to be obtained from GIS/Town Planning.



