

FINANCIAL INTELLIGENCE ACT 2012 CLIENT QUESTIONNAIRE FOR INDIVIDUALS

RECORD OF PRESCRIBED CLIENT PARTICULARS
(NATURAL PERSON)

PROPERTY DETAILS	COST
Cimbebasia, Windhoek	• N\$ 15 000 / Month, excluding water and electricity • N\$ 15 000 Deposit Required • Admin Fees: N\$ 150 (Once off) • Stamp Duties: N\$ N\$ 900.00 (Once off)

CHECKLIST

(Please note: bank statements are requested to verify the authenticity of your income)

DOCUMENTS REQUIRED	PERSON 1	PERSON 2 (Only for partners applying together)
3-month Pay slip / source of funds		
3-month Bank Statements		
Identity Document (ID / Passport)		
Current Signed Lease Agreement (if applicable)		
Copy of Marriage Certificate (if applicable)		

APPLICANT PERSONAL DETAILS	
First Names	
Surname	
ID / Passport	
Gender	
Marital Status	
If married, married in or out of community of property	
Nationality	
Number of people that will be occupying the property ()	List all the ages of the people that will be occupying the property 1. 2. 3. 4. 5. 6. 7.

Current Residence				
Current Rental payment				
Cellphone				
Postal Address				
Email Address				
Source of Funds	Salary	Inheritance	Sale of Assets	Shares
	Investments	Maintenance	Dividends	
	Donations	Rental Income	Farming	Other
Employment Status	Self Employed	Employed	Unemployed	Other
If employed, position				

Name of Employer	
Contact No.	
Monthly net income	

NEXT OF KIN (Family member not living with you)	
First Names	
Surname	
Relationship	
Cellphone No	

RENTAL HISTORY

Current Landlord Name	
Contact No	
Rental Amount	
Reason for Leaving	

INCOME / EXPENSE STATEMENT

INCOME	N\$
Own net income	
Spouse net income (if married)	
Other income	
Maintenance	

EXPENSES

Details	N\$
Bond Payments	
Loans	
Car Repayment	
Insurance Premiums	
Subscriptions	
Credit Card Payments	
Petrol & Maintenance	
Child Maintenance	
Clothing Accounts	
Water & Electricity	
Furniture Accounts	
Cellphone Accounts	
Groceries	
Domestic Staff Salaries	
Other	



1. REFUND AND CANCELLATION POLICY

Cancellation: If the tenant cancels their application before the scheduled move-in date, the deposit will be refunded as follows:

- **More than 30 days before the move-in date – 90% refund:** A 10% cancellation fee will be retained to cover reasonable administrative, processing and marketing costs associated with the application and preparation of the premises.
- **15–30 days before the move-in date – 80% refund:** A 20% cancellation fee will be retained, as the shorter notice period reduces the client's opportunity to secure an alternative tenant and may result in additional marketing and administrative costs.
- **7–14 days before the move-in date – 70% refund:** A 30% cancellation fee will be retained because, at this stage, there is a greater risk that the premises may remain unoccupied for a period of time, resulting in potential lost rental income for the client.
- **Less than 7 days before the move-in date – 50% refund:** A 50% cancellation fee will be retained due to the significant likelihood of a vacancy and the limited time available for the client to find a replacement tenant before the scheduled move-in date.

These cancellation fees are intended to reasonably compensate the client for costs and potential losses arising from a cancelled application, while still allowing the tenant to recover a substantial portion of their deposit where sufficient notice is provided.

3. AGREEMENT

By submitting an application and making the payment of the deposit and first month's rent, the tenant agrees to adhere to this refund and cancellation policy.

DECLARATION

I declare that the information provided is true and correct. I authorize Abundant Life Properties to verify my references, credit history, and rental history.

Applicant Signature: _____ Date: _____

FOR FIC OFFICER USE ONLY	TICK
Screening against UNSC List	
Name of Staff Member doing screening	
Date of Screening	