



**MAKANA**  
MUNICIPALITY | EASTERN CAPE  
...a great place to be

## APPLICATION FOR DEBT INCENTIVE

<b>Town</b>		
<b>Ward Number</b>		
<b>Stand Number</b>		
<b>Surname and Initials</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>	

RESIDENTIAL CONSUMER - PAYMENT ARRANGEMENT ( 4-6 MONTHS)

## **Sections**

Section A	:	Customer Details
Section B	:	Property Information
Section C	:	Demographical Information
Section D	:	Basic Services Availability
Section E	:	Declaration
Section F	:	Approval
Appendix A		

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

-  Recent municipal bill
-  Proof of identity (certified I.D copy)
-  Death Certificate (In case where the property owner is deceased)
-  Proof of nominated beneficiary (In case where the property owner is deceased)
-  Lease agreement (where the property is occupied by tenant(s))

## SECTION A: CUSTOMER DETAILS

<b>Surname</b>		<b>Initials</b>			
<b>First Names</b>					
<b>Identity Number</b>					
<b>Gender</b>	Male	Female			

**Postal Address:**

**Physical Address:**

<b>Postal Code</b>					<b>Postal Code</b>				
<b>E-mail Address</b>									
<b>E-mail Address (Cont.)</b>									
<b>Telephone Number</b>									
<b>Fax Number</b>									
<b>Cell phone Number</b>									

## SECTION B: PROPERTY INFORMATION

<b>Street Name</b>		<b>Stand Number</b>	
<b>Type of property</b>			
<b>Owner</b>			
<b>In case of deceased owner (who is beneficiary of the property?)</b>		<b>Attach a proof</b>	
<b>Do you have a title deed or permit as issued by the Directorate of Human Settlements?</b>		<b>If, yes, attach a proof</b>	
<b>Do you have deed of sale?</b>		<b>If, yes, attach a proof</b>	
<b>Number of years in this property</b>		<b>Is there a built structure or is it vacant?</b>	
<b>Market value of the property</b>		<b>Total municipal debt</b>	

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. Repayment plans (4 months to 6 months)**

**Ageing of Debt**

Days in Arrears	Capital	Interest	Total
120 days- 365 days			
<b>Total</b>			
Incentive applied for ( % )	25%	50%	
Incentive applied for ( R )			

**B. Repayment plans (4 months to 6 months)**

**Ageing of Debt**

Days in Arrears	Capital	Interest	Total
365 days and older			
<b>Total</b>			
Incentive applied for ( % )	35%	50%	
Incentive applied for ( R )			

**C. Repayment plans (4 months to 6 months)**

**Ageing of Debt**

PERIOD	Capital	Interest	Total
current to 90 days			
<b>Total</b>			
Incentive applied for ( % )	nil	50%	
Incentive applied for ( R )			

**D. Incentive and Settlement of Debt**

Total Debt Owed (A+B)	Total Incentive (A+B)	Monthly Arrangement Amount to be paid	No of Months (Max 6 months)	Total Amount to be paid

First installment : \_\_\_\_\_

## SECTION C: DEMOGRAPHICAL INFORMATION

<b>Number of occupants on the property</b>							
<b>Number of economically active people (+18yrs old)</b>		<b>No. of pensioners</b>		<b>No of disabled person(s)</b>		<b>Number of children under 18 yrs old</b>	
<b>Number of young people (18&gt;35 years)</b>				<b>Number of unemployed youth</b>			
<b>Number of matriculants unemployed</b>				<b>Number of graduates unemployed</b>			
<i>(Note: Please attach proof for every individual)</i>							
<b>Number of employed occupants</b>				<b>Total household monthly income</b>			
<i>(Note: Please attach proof for every individual or an affidavit)</i>							
<b>Number of public servants?</b>				<b>Full time or contract?</b>			

## SECTION D: 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?</b>				Post	Email	MMS		

(Choose preferred method)			
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## SECTION E: 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 am aware that any false declaration on this form, is punishable by law.
- 3) First instalment Amount of R..... will be paid to Makana Local Municipality immediately upon approval of this application and the remaining amount of R..... will be paid in equal monthly instalments in line with the signed formal acknowledgement of debt and repayment plan concluded.
- 4) The applicant agrees to the Terms of Application as noted under Appendix A.

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

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**SECTION F: 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 30 June 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) Discounts pursuant of this agreement will only be credited to the account of the debtor, after receipt of the final instalment;
- 5) The parties agree to be bound by the terms and conditions as contained in the approved debt incentive scheme policy duly approved by council.