



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

APPLICATION FOR DEBT INCENTIVE

Town		
Ward Number		
Stand Number		
Surname and Initials		
Meter Number (Optional)	Water Meter	
	Electricity Meter	






For Office Use Only			
Account Number			
Application Number			
Captured by		Date	

RESIDENTIAL CONSUMER - PAYMENT ARRANGEMENT(1-3 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

Surname		Initials			
First Names					

Identity Number																		
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Gender	Male	Female	
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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 a 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 a 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. Repayment plans (1 month to 3 months)

Ageing of Debt

Days in Arrears	Capital	Interest	Total
120 days- 365 days			
Total			
Incentive applied for (%)	30%	50%	
Incentive applied for (R)			

B. Repayment plans (1 months to 3 months)

Ageing of Debt

Days in Arrears	Capital	Interest	Total
365 days and older			
Total			
Incentive applied for (%)	40%	50%	
Incentive applied for (R)			

C. Repayment plans (1 months to 3 months)

Ageing of Debt

PERIOD	Capital	Interest	Total
current to 90 days			
Total			
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 3 months)	Total Amount to be paid

FIRST PAYMENT: _____

SECTION C: DEMOGRAPHICAL INFORMATION

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

SECTION D: BASIC SERVICES AVAILABILITY

Access to	Water		Sanitation		Electricity		Refuse Removal	
Water	House connection		Communal Tap		Meter working properly		No meter/Faulty	
Sanitation	Waterborne		VIP		Septic		Other.....	
Electricity	Eskom Supply		Municipal Supply		Meter working properly		No meter/Faulty	
Refuse	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?	
When did you last receive municipal account?			When was your last payment date?			What is your average monthly bill?		

Which method do you prefer for receiving of your monthly account? (Choose preferred method)	Post	Email	MMS
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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

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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

APPROVED	NOT APPROVED
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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.