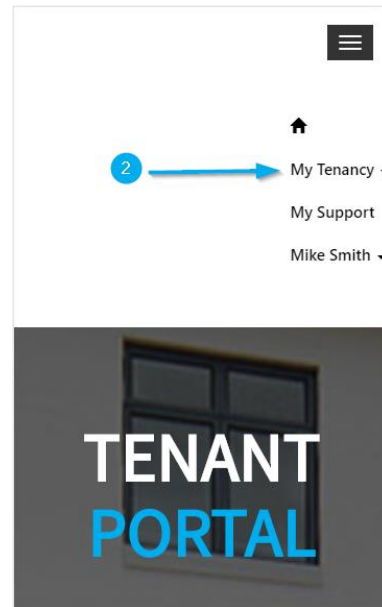
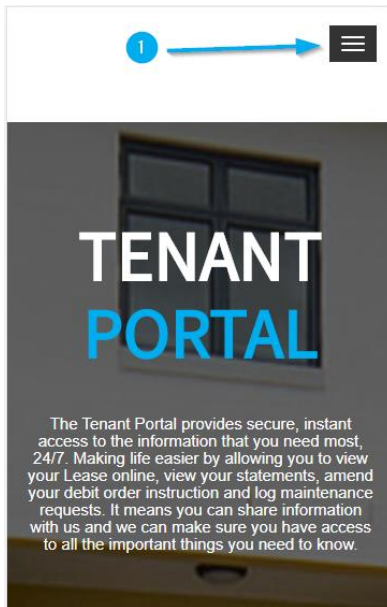




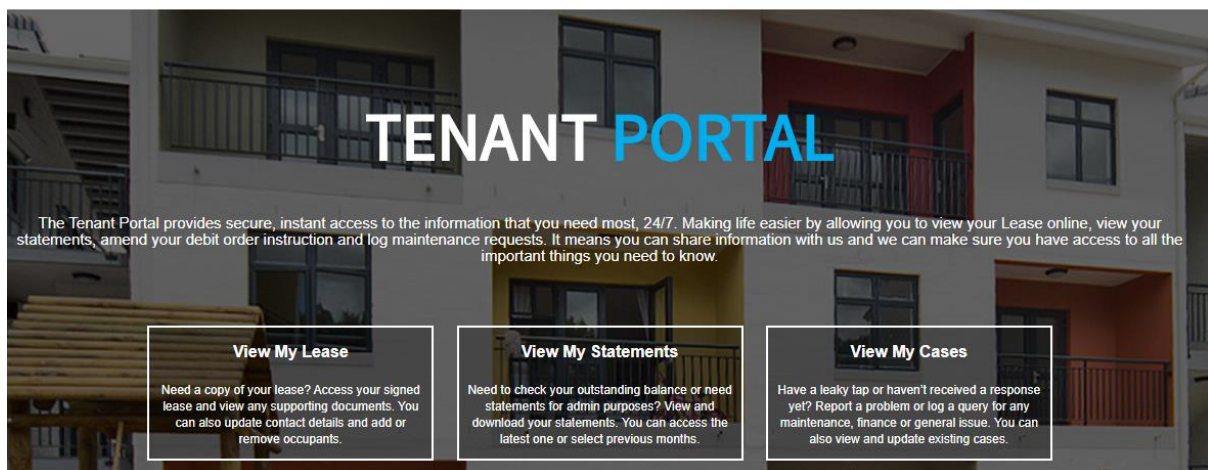
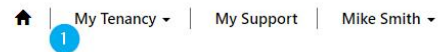
**goodfind**  
PROPERTIES

## How do I apply to add a leaseholder?

1. Sign into your account.
2. Click on the menu button and click "My Tenancy":



Mobile Phone View



Web Browser View

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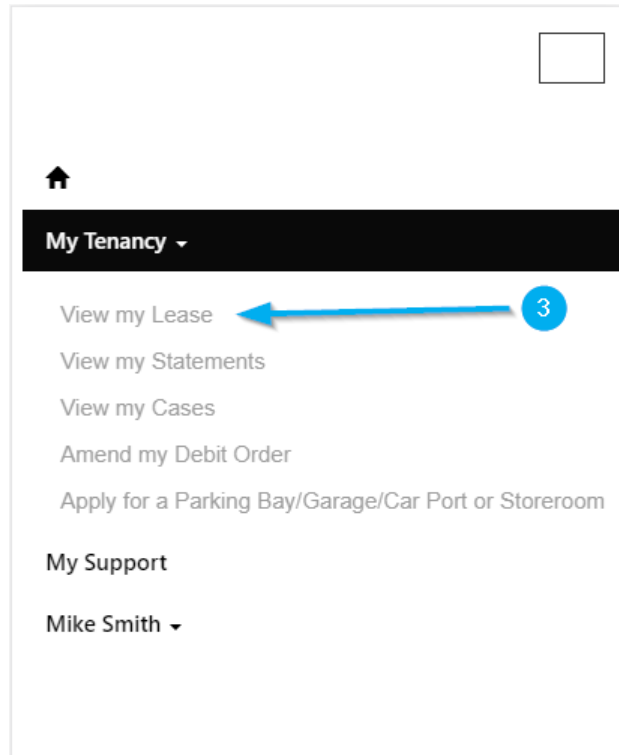
Block A, Park Lane Office Park, 2 Park Road, Pinelands, Cape Town  
PO Box 259, Cape Town, 8000  
T 021 421 6008 | F 021 421 6094 | Call centre toll free 0800 266 737  
callcentre@goodfindproperties.org.za  
[www.goodfindproperties.co.za](http://www.goodfindproperties.co.za)

**Directors Non Executive:** N V Balfour, M G Kearns (Chairperson), B L E Khan, E L Steyn  
**Directors Executive:** A W Houston (CEO) **Company Secretary:** N Wagner

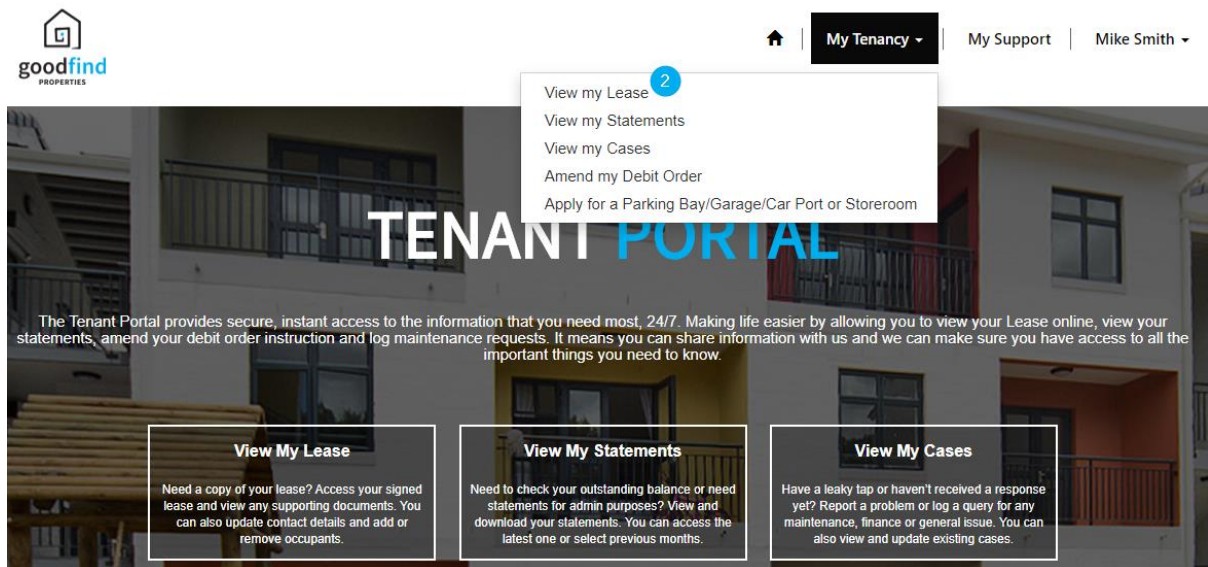
Reg. No. 2018/037214/07

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3. Then click view "View my lease":



Mobile Phone View



Web Browser View

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4. Scroll down the page and click on “Apply to add a leaseholder”:

Leaseholders & Occupants

Apply to add a Leaseholder 4

Apply to add an Occupant

---

Relationship Type Occupant

Full Name Anthony Smith

Gender Male

Mobile Phone 0823456789

Email

▼

---

Relationship Type

Full Name Dave Jones

Gender

Mobile Phone

Mobile Browser View

Leaseholders & Occupants

3 Apply to add a Leaseholder Apply to add an Occupant

Relationship Type	Full Name ↑	Gender	Mobile Phone	Email
Occupant	Anthony Smith	Male	0823456789	▼
	Dave Jones			▼

Web Browser View

5. Complete the form all \* are required fields:

Once you've completed the information, we'll create a request for an amendment to your lease and send you an email. The Leasing Team will be in touch to confirm the required information before any change is made final.

What is the name and personal details of the additional leaseholder?

First Name \* 5

Last Name \*

Permanent Resident? \*

Race \*

Date of Birth \*

Mobile Phone View

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# Apply to add a Leaseholder

Once you've completed the information, we'll create a request for an amendment to your lease and send you an email. The Leasing Team will be in touch to confirm the required information before any change is made final.

What is the name and personal details of the additional leaseholder?

First Name * <span>4</span>	Last Name *
<input type="text"/>	<input type="text"/>
Permanent Resident? *	Race *
<input type="text"/>	<input type="text"/>
Date of Birth *	Age *
<input type="text"/>	<input type="text"/>
Email *	Mobile Phone *
<input type="text"/>	<input type="text"/>

## Web Browser View

6. Tick the boxes and upload the documents required:

### Mobile View

I confirm that this information given in this form is true, complete and accurate \*

I confirm that Communicare has my consent to complete criminal, credit and employment checks \*

Attach all required files by clicking the first file, and then press and hold the CTRL key. While holding down the CTRL key, click each of the other files that you want to select.

The number of attached files will be displayed below. \*

No file chosen

6

### Web View

Please attach the following documentation for the additional leaseholder

- Copy of ID \*
- I confirm that this information given in this form is true, complete and accurate \*
- I confirm that Communicare has my consent to complete criminal, credit and employment checks \*

Attach all required files by clicking the first file, and then press and hold the CTRL key. While holding down the CTRL key, click each of the other files that you want to select.

The number of attached files will be displayed below. \*

No file chosen

5

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