



VAAL UNIVERSITY OF TECHNOLOGY

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PRIVATE HOUSING APPLICATION FORM FOR ACCREDITATION

Please note the following:

- In compliance with the Minimum Norms and Standards issued by the Minister of Higher Education, students and especially first year students will be accommodated as far as possible in university residences.
- You may not house NSFAS sponsored first year students unless you are formally requested by the Director – Student Accommodation to do so.
- The Application form must be completed in full. Failure to do so may lead to automatic disqualification.
- Certified copies of all the compliance documents must be submitted together with this form. Failure to do so **will** result in automatic disqualification. The original documents will be inspected and verified before accreditation is finalised.
- A non-refundable accreditation application fee of R3500 must be paid and proof of payment must accompany this form if the residence has less than 49 beds. Should the residence have more than 50 beds, the application fee will be R5000. VUT officials will not accept any cash payment from the applicants.
- The administration fee will be 6% of rental payment per month.
- The Application form must be filled in and signed by the landlord (NOT an AGENT or Representative). An unsigned Application form will not be accepted.
- The mere submission of the form does not imply that the residence is accredited.
- The first phase of the accreditation process entails inspection of all the compliance documents.
- The second phase of the accreditation process entails a physical inspection of the premises.
- Both the above-mentioned processes are protracted ones and cannot be rushed.
- An inspection of a residence does not imply that it is accredited. The accreditation of a premise will be confirmed in writing signed by the Director Student Accommodation and will be the only indicator that a residence is accredited.
- The Institution (VUT) may not be held liable for non-payment by or on behalf of any student including NSFAS sponsored students, who stay in unaccredited residences.
- The accreditation period is only for one academic calendar year – 2023 and cannot be carried over to the next academic year.
- Residence fees in accredited residences are determined by the Institution.
- Further information, including proof of banking details, will be requested from those residences that get shortlisted for accreditation.
- The announcement regarding which residence is accredited or not may only be made at the end of the whole accreditation process.

Compliance Documents/ Certificates that should be submitted together with this form:

<i>(Please tick where applicable)</i>		YES	NO
1	Approved building plans		
2	Certified of Compliance Health and Safety Certificate		
3	Certified proof of ownership of the building		
4	Zonal approval for student accommodation		
5	Certificate of occupation/occupancy certificate, etc		
6	Current Public Liability cover/certificate		
7	Valid contract with bus/transport company (The distance should be within 1KM to and 5 KMs from the institution)		
8	A valid contract with a security company		
9	A valid contract with a cleaning company		
10	A valid contract with a company that specialises in SHE bins		
11	An Electricity Certificate of Compliance		

A. PROPERTY INFORMATION

Please complete one form per property that you wish to register for accreditation

Name of Property		
Physical address		
Type of property: <i>(please tick as appropriate)</i>	House	
	Room(s) in a house	
	Flat	
	Cottage, semi-detached or granny flat	
	Student Housing Centre/Private residence	
	Other <i>(please stipulate)</i>	
	Website address (if available)	
Location Pin		
Distance from campus (in kilometres)		

Maximum number of beds available for VUT students	Number of single rooms (1 bed per room)	
	Number of double rooms (2 beds per room)	
	Total number of beds:	
Is the housing accessible for NSFAS students?		
Rent (per month in Rands) * Keep in mind that NSFAS allowances are paid in tranches	Single rooms	
	Double Rooms	
No deposit may be asked for a NSFAS sponsored students		
Included in rent (please tick as appropriate)	Electricity	
	Water	
(Transport has to be provided if a residence is more than 1KM from the university)	Transport	
	Unlimited Wifi/ Fibre	
If any of the above is not included in the rental price, please note that it would count against your application.		

B. LANDLORD INFORMATION

Title		
First name		
Last name (Surname)		
Company name (if applicable)		
E-mail address		
Cell phone number		
Landlord's physical address		
House parent / Manager of the property (if applicable)	Name	
	E-mail address	
	Cell phone or WhatsApp number	

	Physical address	
Contact details to be displayed on website	Name	
	E-mail address	
	Cell phone or WhatsApp number	
	Physical address	

C. DESIGN STANDARDS

1. The following minimum design standards are applicable (Please tick where applicable):

		YES	NO
1	Single room (8.25m ²)		
2	Two sharing room (14,0 m ²)		
3	Three sharing room (22,0 m ²)		
4	Wash basins (communal) 1 per 4 students		
5	Shower cubicles (communal) 1 per 7 students		
6	Toilets(lavatories) which have communal 1 per 5 students		
7	Large common TV/meeting room 0,5 m ² per student		
8	Lockable grocery cupboard for each student		
9	Preparation and kitchen space		
10	Four plate hob stove 1 per 6 students		
11	Two plate hob stove 1 per 3 students		
12	Single room 190 litre bar fridge		
13	Two sharing room 320 litre fridge/freezer		
14	Three sharing room 390 litre fridge / freezer		
15	Sink(kitchen)1 per 10 students		
16	Microwave oven 1 per 6 students		
17	Uncapped free Wifi in students' rooms		
18	Uncapped free Wifi in common areas		
19	Availability of water tanks (normally referred to as Jojo tanks)/bore holes		
20	Availability of electricity generators/solar panels		
21	Wifi in both students' rooms and common areas		
22	Recreational area/garden		
23	Laundry facilities		
Comments			

2. Health and Safety

		YES	NO
1	Fire and smoke detectors		
2	Fire and smoke detectors in rooms		
3	Electricity and gas installations		
4	Access control and turnstiles		
5	Monthly hygiene audit procedures plan		
6	Daily cleaning of ablution areas		
7	Burglar guards on ground/ low level areas		
8	Security cameras		
9	Electric fence around the building		
10	Registered security company/guards		
11	Response unit		
12	Cleaning services		
13	Fire escape exits		
14	Prominently displayed evacuation plan		
15	Prominently displayed emergency numbers		
16	Prominently displayed residence rules		
17	Preparedness for medical emergencies		
Comments			

3. Furnishings and Fittings

		YES	NO
1	Quality single base set per student		
2	Bedside table per student		
3	Study table, lamp, chair per student		
4	Pin board 600x900 per student		
5	Bookshelf 70x500x400 per student		
6	Two door built-in / freestanding lockable cupboard per student		
7	Fully curtained rooms		
	Fully furnished flat for residence officials (for a building that has a capacity of more than 50 spaces): <ul style="list-style-type: none"> ➤ Two bedroom flat 		
Comments			

4. ACCREDITATION APPLICATION FEE IS PAYABLE TO THE BELOW VUT BANKING DETAILS:

Bank Name	Absa
Account number	530861945
Branch code	632005
Account name	Vaal University of Technology
Reference	Name of residence
Please email the application form and proof of payment to : accreditation2023@vut.ac.za	

D. LANDLORD DECLARATION AND CONSENT

I,.....
(Names and Surname)

confirm that, to the best of my knowledge, all relevant furniture, furnishings and other goods supplied within the property comply with the Furniture and Furnishings (Fire Safety) Regulations (as Amended). I consent to the payment of the non-refundable application fee which will be forfeited even if my application for accreditation is not successful.

- * I confirm that I have obtained a periodic inspection report of electrical installation that should be done by a suitably qualified engineer every five years.
- * I confirm that I have obtained a Gas Safety Certificate from a Gas Safety Register engineer that confirms all gas appliances (if applicable) within the property are safe to use. A new certificate will be obtained every year.
- * I agree to keep all relevant documentation and certificates available for inspection by tenants, NSFAS and Vaal University of Technology officials as required.
- * I confirm that all Local Authority and Building Regulations are adhered to.
- * I confirm Local Authority levies are up to date and will not fall in arrears during the accreditation period.
- * I confirm that I have familiarised myself with the guidelines for accreditation, specifically with regard to the responsibility of the landlord and the criteria for NSFAS accommodation allowances.
- * I confirm that the specified residence is not owned by a VUT university staff member.
- * I confirm that all information provided in the application for accreditation is correct.
- * I consent to that failure to submit all the required documents as well as compliance documents, will automatically disqualify the specified residence from being considered for accreditation.
- * I consent to the publication of relevant information on the property on the University's website and other relevant platforms.

Name

Date: _____

Signature :-----

