

## APPLICATION POLICY

You can either apply online or contact Natalie on [natalie@heronsquare.co.za](mailto:natalie@heronsquare.co.za) or +27 21 4477313 ext 203.

Applying online is an easy and simple process and shouldn't take longer than 3 minutes. If you have any difficulty, please do not hesitate to contact us.

**STEP 1:** To make an application, simply log onto our website and select the APPLY NOW button at the top right of the screen.

**STEP 2:** Enter in your details on the online application form.

**STEP 3:** Once you have entered in your details and submitted your application, our team will review and respond to you via email. (Please note: no money needs to be paid up till this stage).

**STEP 4:** If your application is successful, we will send you the Lease Agreement along with a pro-forma invoice for your deposit.

**STEP 5:** Kindly return the Lease Agreement signed in full by the Tenant (student) as well as guarantor, along with the proof of payment for the Deposit.

Please remember to attach copies of ID's for both the Tenant (student) and guarantor.

The Heron Square Allocation Policy is on a first come, first serve basis.

The Deposit will need to be paid as well as the Lease Agreement signed before your room is confirmed.

Please note: the payment needs to reflect on our side before the booking is confirmed.



1A Lower Scott Road,  
Observatory, Cape Town, 7925



tel: (+27) 21 4477313

fax: (+27) 21 4487403



[www.heron-square.co.za](http://www.heron-square.co.za)

[info@heronsquare.co.za](mailto:info@heronsquare.co.za)