

**Accommodation Service Provider Application Form**  
(PLEASE PRINT CLEARLY)

<b>OWNER/COMPANY'S DETAILS:</b>				
Name(s):				
Surname:				
Title (Mr/Mrs/Ms):				
Company Name:				
Company Registration No.:				
VAT No.:				
Residence Name:				
Residence ERF No.:				
<b>RESIDENCE ADDRESS:</b>				
Street:		Suburb/Town:		
City:		Province:		
Postal Code:				
<b>TYPE OF PROPERTY:</b> <i>(Please indicate by ticking the empty box as to which property the accommodation falls under)</i>				
Big Property (20 and more beds)	<input type="checkbox"/>	Small Property (1 – 19 beds)	<input type="checkbox"/>	
<b>GRADE APPLYING FOR:</b> <i>(Applicable to small properties only)</i>				
Grade A/B/C:				
<b>ROOMS:</b>				
Number of Beds:				
Type of Rooms:	Single rooms:	<input type="checkbox"/>	Sharing rooms:	<input type="checkbox"/>
	Single En-suit rooms:	<input type="checkbox"/>	Bachelor rooms:	<input type="checkbox"/>
<b>OWNER/COMPANY'S CONTACT DETAILS:</b>				
Home Tel:	(      )	Cell No.:	(      )	
Office Tel:	(      )	Fax No.:	(      )	
Email Address:				
Company Website:				

**OWNER/COMPANY'S BANKING DETAILS:**

Bank Name:	
Account Holder's Name:	
Branch Code:	
Account Number:	
Reference:	NMMU Residence

**ACCREDITATION FEE:**

Accreditation Application fee: <i>Please tick next to the appropriate amount</i>	R500.00 <b>(Big Property)</b>		R250.00 <b>(Small Property)</b>	
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**Accreditation Application fee is payable to the below NMMU Banking Details:**

Bank Name:	Standard Bank
Account Number:	08 026 3011
Branch Code:	050417
Account Name:	NMMU Main
Reference:	CC 5750-4415 + Residence Name or Address
For Example:	CC 5750-4415 + No.2 University Way

***Please note that the application fee is non-refundable.***

**Please fax or email the application form and proof payment to:**

Fax No.:	(041) 504 9661	Email Address:	<a href="mailto:Atheema.Davis@nmmu.ac.za">Atheema.Davis@nmmu.ac.za</a>
Tel:	(041) 504 4735		

**ACKNOWLEDGEMENT:**

Applicant signature:		Date:	
Witness signature:			

**SUPPORTING ACCREDITATION DOCUMENTS TO BE SUBMITTED BY APPLICANT:**

	Checklist	
	<input type="checkbox"/>	<input type="checkbox"/>
Accreditation application form submitted by service provider		
Proof of payment		
Proof of ownership		
Floor plans approved by Municipality		
Certificate of Compliance (update electrical compliance certificate)		
Special consent (if have more than 4 beds less than 20)		
Certificate of Occupancy (applicable big properties only)		
Zoning proof (applicable big properties only)		
Lift Certificate (update and only if applicable)		

## Guidelines information for applicants

### 1. Closing date for applications

In order to ensure adequate time for processing, inspections and planning by NMMU OCHO and yourself, applications for accreditation for 2018 should be submitted on or before 31<sup>st</sup> of July.

Applicants are expected to submit all supporting documents with the application form. No initial site inspection will be done if any document is still outstanding. Feedback will be provided by the Accreditation Manager.

### 2. Accreditation fees

**Accreditation application fees** vary according to the number of beds the applicant can provide. An accreditation application fee for **Bigger Property** (i.e. properties providing more than 19 beds) is **charged at R500**, and for **Smaller Property** (i.e. properties providing less than 20 beds) is **charged at R250**. Service Providers must apply annually. Note this application is fee is non-refundable.

There is an **annual accreditation levy** charged to service providers based on a number of NMMU students in the accommodation. This levy is used to implement Living and Learning Programmes. The levy is negotiated at our annual rental negotiation meeting with providers during the second semester of the current year.

Transport levy is negotiated annually and all providers are advised of the fee during the rental negotiations.

### 3. Accreditation Process

The accreditation process may take up to 60 days considering the following process:

- ▶ Service Provider applies for accreditation and submit all relevant documentation.
- ▶ Service Provider notified of the date and time of accreditation manager's initial site inspection
- ▶ Accreditation Team visits the property for 2018 accreditation assessment
- ▶ Accreditation Team makes recommendations to the Evaluation Committee
- ▶ Service Provider is informed of the outcome and date is provided to attend to outstanding issues or recommendations
- ▶ Evaluation Committee submits recommendation to the office of the DEAN of Students
- ▶ The DEAN gives final decision
- ▶ Service Provider is notified of application outcome via email.

### 4. Placement information

NMMU OCHO *refers* National Student Financial Aid Scheme (NSFAS), Bursary and Cash paying students to service providers accredited by NMMU OCHO only.

### 5. Property Grading

Properties are graded according to the standard of the property and services offered. Only Small Properties are graded from Grade A, B and C (*see attached document for more information*).

### 6. Preferred areas

NMMU OCHO prefer properties that are located within the below mentioned areas of student hubs and a minimum 250m from the current NMMU shuttle route. Preferred areas are:

- ▶ Summerstrand
- ▶ Humewood
- ▶ Forest Hill
- ▶ Humewood Extension
- ▶ Walmer (only around Victoria Park High School, Heugh Road)
- ▶ Central
- ▶ Missionvale Campus (within walking distance to Uitenhage Road )