

OWNER / TENANT DATA BASE



DATE: _____

DATE OF OCCUPATION: _____

Please mark the correct block below:

OWNER	TENANT
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FULL NAMES AND SURNAME AS STATED ON ID:

ID NUMBER: _____

SECTIONAL TITLE UNIT OCCUPANTS:

TOWNHOUSE COMPLEX NAME _____

UNIT NUMBER: _____

AREA WHERE THE COMPLEX IS SITUATED IN THE WILDS ESTATE: _____

FULL TITLE STAND OCCUPANTS:

STAND NUMBER _____

AREA WHERE THE STAND NUMBER IS SITUATED IN THE WILDS ESTATE _____

RESIDENTIAL STREET ADDRESS: (As per the Tshwane Account)

POSTAL ADDRESS:

DOMICILE ADDRESS

TELEPHONE DETAILS:

OFFICE: _____

HOME: _____

MOBILE: _____

E-MAIL ADDRESS: _____

Registration numbers of vehicles kept on the premises	Make	Model	Colour

In case of Emergency: Relatives / Family (minimum of two)

Name	Surname	Telephone number

Please take note: Should any of the following information in the column below change, you need to update the data base on-line and inform the Managing Agent: Mid-City Property Services at: 012 426-3400 (Konrad Beukes) or email: konrad.beukes@midcity.co.za

	P.O Box Address	E-Mail	Domicile Address
Levy Statements	X	X	
General notices	X	X	
Estate Newsletters will be sent to your:		X	
Legal documentation will always be served at the:			X

Particulars of all residents who will reside in the Estate.

Please note: A maximum of 10 cards per Full title stand and 6 pre-Sectional Title stand. If the limit is reached an application needs to be completed for assessment and approval.

Number of Occupants: _____

Birth Name & Surname of resident	ID number of resident	Status	Access card Yes/No

Occupant or other persons who will allow access for visitors:

Please note: These persons must be registered and must have an access card to allow visitors access. Telephone cost will be added to your levy account.

Priority:	Birth Name & Surname:	Phone Number:
1.		
2.		
3.		
4.		

Information of Domestic Workers:

Please note: Domestic workers must be registered at Gate 1 – RSA ID Document essential.

Full Birth Names	Surname	ID Number	Week days of employment	Sleep-In Yes/No

Information of a Gardener

Please note: A private Gardener must be registered at Gate 1 – RSA ID Document essential.

Full Birth Names	Surname	ID Number	Week days of employment	Sleep-In Yes/No

Information of an Au-Pair

Please note: An Au-Pair must be registered at Gate 1 – RSA ID Document essential.

Full Birth Names	Surname	ID Number	Week days of employment	Sleep-In Yes/No

Animal status:

Please note: No person may keep more than two dogs and two cats or unless the owner and some Sectional Titles do not allow pets.

Number of dogs: _____

<u>Name</u>	<u>Breed</u>	<u>Colour</u>

Number of cats: _____

<u>Name</u>	<u>Breed</u>	<u>Colour</u>

Information of the Estate Agent or the Owner who sold or lease the property:

Name of Estate Agency	
Name of Estate Agent	
Name of Owner	

Body Corporate Approval to issue access cards (Applicable to Sectional Title Units).

Townhouse Complex Name:	
Name and Surname of Chairman:	
Signature of Chairman:	Date approved:

General Information:

- Visitors entering by vehicle must present the following before the resident will be contacted to grant access:
 - 1) Accurate stand number,
 - 2) Valid driver's licence of driver,
 - 3) Vehicle license disc to correspond with the registration number.
- Visitors on foot: We require these persons ID's before resident will be contacted to collect them at the main gate. Visitors on foot are not allowed to walk from the main gate to the property and back to the main gate.
- Gardeners, Contractors and Domestic workers may not enter as a visitor and may not be collected from outside the Estate. Residents must be sensitised not to recruit casual workers. Security access procedures must be followed.
- Foreign employees must have a passport with the valid SA Home Affairs work permit stickers within the passport.
- Please note a copy of an I.D must be certified and is only valid for 3 months.
- The cost of an access card and fees for sub-contractors or additional contractors, are subject to change and will be levied to the owner's levy account.
- It is the responsibility of residents to notify contractors and visitors of the above-mentioned procedures.
- Access cards are limited for persons residing in the Estate of which a domestic and gardener is allowed. Residents are not allowed the have more than one card on a stand for the same person. If the limit of access cards is reached - an application form must be completed for approval before an extra card will be issued. The access card is programmed to only open for the area where the resident resides.
- The full scope of the Estate Rules & Regulations are on the Estate's website: **www.the-wilds.co.za**.

Hereby I the undersigned am fully aware of all the Rules & Regulations. Members of the HOA take full responsibility for their tenants their visitors and for those who access has been granted. Owners and Tenants will also be solely responsible for the information on the data base to be correct.

Signed at _____ on this _____ day of

_____ 201_____

NAME & SURNAME OF OWNER / TENANT

SIGNATURE