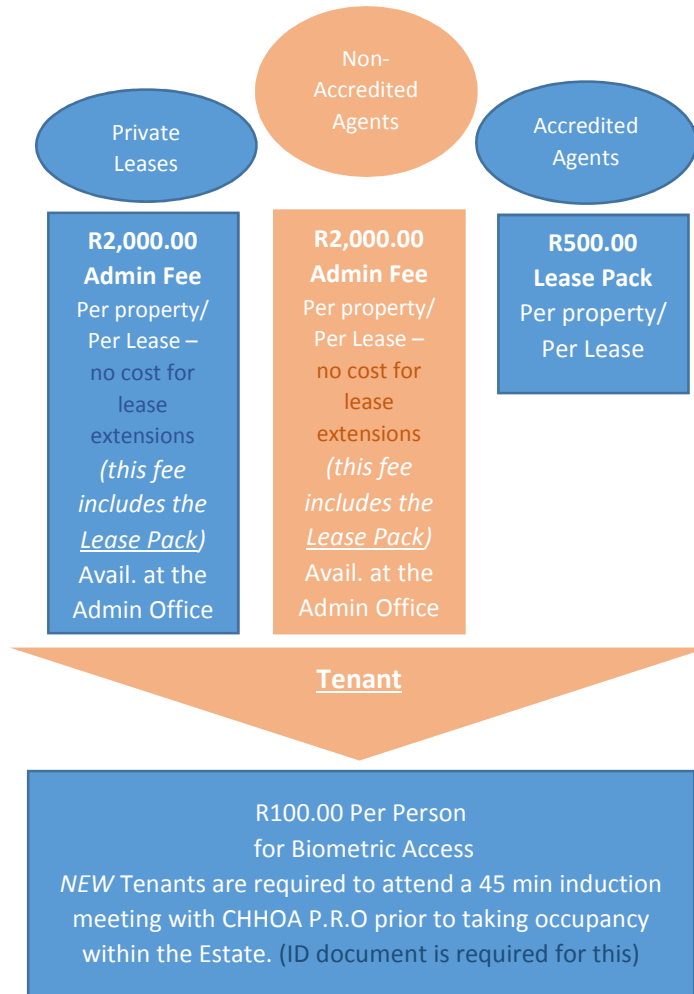




POLICY DOCUMENT

PROCEDURES relating to LEASE AGREEMENTS



Accredited Agents

Accredited Agents may use electronic copies of the Lease Pack, or obtain a hard copy from the Administration Office on payment of the required fee. Regarding electronic copies, proof of payment for each and every transaction will be required before any further work can go ahead. The duly completed Lease Pack and signed Lease Agreement must be submitted to the Administration Office.

Owners/Non - Accredited Agents

Owners and Non-Accredited Agents are required to pay an Administration Fee for each new lease. The Administration Fee will be set by the Board of Directors. This payment will include a hard copy of the Lease Pack, which must be obtained from the Administration Office. Payment may be made in cash to the Administration Office, or via EFT. Proof of payment if via EFT, will be required before being given the Lease pack. The duly completed Lease Pack and signed Lease Agreement must be submitted to the Administration Office.

****Proof of payments to be emailed to admin@cliftonhillestate.co.za AND skye@cliftonhillestate.co.za****

PROCEDURES to be FOLLOWED: by Owners leasing privately, Non-Accredited Agents and Accredited Agents.

1. Deliver the signed Lease Pack and Lease Agreement to the Administration Office. The documents will be checked, and if in order, the Lease will be processed. If there is a problem with the documents, the Administration Office will return the documents to the owner/agent for correction and resubmission.

RENEWAL of EXISTING LEASES:

1. Renewal / Extension of Lease Agreements will not incur any charge for this service.
2. The Administration office is to advise a Lessor of the imminent expiry of a Lease, preferably two months in advance of expiry date.
3. As soon as the Renewal/Extension Document is handed to the Administration Office, it will be checked, and if correct, processed. If it is incorrect, it will be returned to the owner/agent for correction and resubmission.

NEW TENANTS:

1. When new tenants request access to the Estate, they will be required to make an appointment with the relevant Administration staff member, who will discuss the necessary compliance to the House Rules, request completed 'Permission for Approval' forms and up to date certification of Rabies and other inoculations required for pets, give information on how the Estate runs its Waste Management programme, as well as other items pertinent to the smooth running of the Estate. The new residents will then be placed on the bio-metric system, and their contact details and other relevant information will be entered onto the various data bases kept at the Admin office.
2. Under no circumstances will a tenant be permitted access onto the Estate before they have attended the interview, provided the documentation requested and placed on the bio-metric estate access system as detailed in point 1 above.

Protection of Personal Information Act, 2013: We respect and adhere to the principle that all personal information relating to our Residents is protected under this Act

06/10/2016

28/02/2017