



REGISTRATION FORM

I _____, ID No/Passport: _____

Accept the terms and conditions and will adhere to these strictly, timeously and with all the necessary precautions. The following documentation was presented to Estate Management upon issuing the tag and I, the undersigned accept and understand that should any changes to the information provided occur, it will be reported to Estate Management, providing the necessary documentation.

- Owner: ID / Passport, Latest Pretor levy statement, Vehicle license renewal certificate or proof of usage.
- Tenant: Credit application, Criminal Check application, Confirmation of Income (Pay slip) ID/ Passport, Valid lease agreement, Vehicle license renewal certificate or proof of usage.

Owner	Tenant	(Please specify by using X)	Pet:	Yes	No	(Please specify by using X)
Complex:			Unit nr :			
Agency:			Start of Lease:			
			End of Lease:			
Date:						

Terms and Conditions

Owners or their tenants must ensure that domestic workers and other employees do not loiter within the Estate and specifically not at any prominent places such as at the gates, road circles, streets etc.

It is an offence to assist visitors, or any other person to gain unauthorised access into or out of the Estate or any Sectional Title Complex.

New owners / residents must register at the Estate Management office in order to obtain access to the Estate by completing a registration form and signing all indicated areas. All vehicles must at all times be registered at the Estate Management office. Access cards, 'tags', may not be utilized by anyone other than the registered user nor may they be loaned to other persons.

Tailgating into and out of the Estate is strictly prohibited. Complexes may also reserve the right to enforce the condition at their own gates.

Entrance into a Sectional Title Complex for which a person does not have specific authorisation is strictly prohibited.

Arrangements must be made at the Estate Office for moving in or out of the Estate (when changing residence).

The Estate Office must be informed a minimum of 48 hours before moving in or out of the Estate.

The occupants of any property within the Estate are liable for the conduct of their visitors, contractors and employees, and must ensure that such parties adhere to these Rules as well as the respective Sectional Title Complex Rules.

By signing this registration form, the resident/owner gives consent that Equestria Estate HOA may provide their personal information to service providers of Equestria Estate for the purposes of communication and access only.

OWNERS:

- A tenant has the right, during the lease period, to privacy, and the landlord may only exercise his or her right of inspection in a reasonable manner after reasonable notice to the tenant.
- The Owner acknowledges that, upon occupation of the leased premises, tenants, he and his family, his visitors, employees and servants shall adhere to all Rules.
- Any foreign national that wishes to register in Equestria Estate needs to provide the Equestria Estate HOA with a valid passport and work or study permit before registration.

AGENTS:

- Agents may only operate on a by appointment" basis, and must personally accompany a prospective purchaser or tenant. Agents are not permitted to erect any "for sale" or "show house" or "to let" signage boards without the permission of Management.

Initial: _____

OFFICE HOURS: MONDAY – FRIDAY 08:00 – 17:00

**PLEASE TAKE NOTE: NEW RESIDENTS NEED TO MAKE AN APPOINTMENT A DAY IN ADVANCE TO REGISTER.
NEW RESIDENTS NEED TO REGISTER IN 48 HOURS PRIOR TO MOVING IN TO THE ESTATE.**

TENANTS:

- All new tenants or potential new tenants are required to provide the HOA a credit and criminal record check OR provide to the HOA a consent to allow the HOA to perform a credit check and a criminal record check at least 5 business days prior to the date of occupation.
- Only Credit Checks from a registered Credit Bureau will be accepted.
- All new registration applications must be submitted by the prospective tenant at least 5 business days prior to the date of occupation
- Any new tenant who refuses to provide the HOA with consent for a criminal or credit check shall not be allowed to register in Equestria Estate as a resident.
- Any foreign national that wishes to register in Equestria Estate needs to provide the Equestria Estate HOA with a valid passport and work or study permit before registration.
- The Tenant acknowledges that, upon occupation of the leased premises, he and his family, his visitors, employees and servants shall adhere to all Rules.
- When tenant's lease expires the tenants need to re-register by completing a registration form and submit a new lease agreement or addendum to the previous lease agreement.
- Tenants on a month to month contract needs to re-register every month by completing a registration form.
- Tenants who's lease agreements expires will be notified via e-mail by Estate Management to re-register at the Estate Management office, the tenant is responsible to register before their lease expires. Estate Management will not be responsible if the tenant didn't receive an email regarding tag expiry.
- Any tenant who doesn't re-register before their lease expire will be charged an admin fee of R250.00

LEASE AGREEMENTS:

- Lease agreements should not exceed 24 months.
- No open-ended lease agreements will be accepted.
- Month-to-Month agreements will only be accepted when the initial lease period expired and if the lease agreement clearly indicate month-to-month.

PETS:

- Pets may only be kept on properties within the Equestria x 31 development after the resident concerned has obtained permission, in writing from the respective Body Corporate Board of Trustees.
- Pets are not permitted to roam the streets and dogs must be kept on a leash at all times, when not in the confines of its owners' premises. All dogs must be sterilized. Dogs must be immunized against rabies.
- Should animal excrement be deposited in any common property area, the pet owner shall be responsible for the immediate removal thereof.
- Every pet must wear a collar with a tag indicating the name, telephone number and address of its owner. Stray pets without identification tags will be apprehended and handed to the SPCA.

USE OF A TAGS:

- I accept and understand that the tag issued to me is for my personal use only and that no other person and or vehicle is allowed to use this tag.
- I accept that I will be responsible for all additional tags that are allocated to my unit, such as additional vehicle tags, pedestrian tags for children, domestic workers and relative's a like.

LOSS OF A TAG:

- In the event that I lose my tag or it gets stolen, I understand that this must be reported to the Estate Management immediately, whether it be telephonically (079 878 8901) or via email (support@equestria-estate.co.za).

CHANGE OF DETAILS:

- Dialing list contact numbers – only 1 number per person and only 2 numbers are allowed to be registered on a unit.
- Any change of details with regards to the vehicle, contact information, or person, needs to complete a registration form and submitted to Estate Management within 24 hours.

Initial: _____



ISSUING OF TAGS & ACCESS:

- No new or replacement tags will be issued to any unit and or responsible person if any disciplinary/damage fees are outstanding.
- The total authorized amount of tags to be issued to a unit is no more than 2 vehicle tags and 2 pedestrian tags.
- More than 2 tags or either category will only be issued with the authorization of your complex trustees via your managing agency (Pretor or Trafalgar) stating the reasons for such an additional tag. A vehicle tag can only be issued to a person with a vehicle. A pedestrian tag can be issued to a person with a valid ID, Passport or Birth certificate.
- Both the Body Corporate and HOA reserves the right to decline such requests for extra tags, if they feel the proper criteria for issuing such tags has not been made.
- No person will be allowed, phone or tag access, if they did not complete and sign a registration form.

REASONS FOR DISSICPLINARY FEES:

- Not adhering to any of the above conditions.
- Damage to and/or abuse of equipment and/or misbehavior at the gates.
- Not adhering to the conduct rules of the Estate and/or your specific complex.
- The disciplinary fee can be up to R10 000.00 depending on the severity thereof.

ZERO DEVICE ACTIVITY:

- If your tag is not used within a 3-month period, your tag will be deactivated.
- To reactivate your tag please bring in your tag to the management office with your ID/Passport and vehicle registration document.

I hereby declare the following information to be true and will be used to issue the tags for my unit.

Full Name/s:	ID/Passport:
Surname:	Vehicle Make:
Gender:	Vehicle Model:
Cell:	Vehicle Colour:
Email:	Vehicle Reg no:

Full Name/s:	ID/Passport:
Surname:	Vehicle Make:
Gender:	Vehicle Model:
Cell:	Vehicle Colour:
Email:	Vehicle Reg no:

Signed as the responsible person Signature: _____ Date: _____

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Non-Resident Relative:

Name:	Cell:
Surname:	Email:

Non-tag users "Occupants" (Name & Surname):

1.	5.
2.	6.
3.	7.
4.	8.

FOR OFFICE USE ONLY:

FORM:	CABINET:	SERVER:
Registration form		
Additional tag requisition form		
ID/Passport		
Work/Study permit		
Offer to purchase/Levy statement		
Lease agreement		
Pet registration form		

Estate Management: _____

Veh Confirmation: _____

Date: _____

Credit Check Done by: _____

Criminal Check Done by: _____