

Westbrook Estate Homeowners Association

Landlords / Tenants Guide and Rules

**Registration No. 2003/023652/08
(Association Incorporated under Section 21 of the companies Act)**

This guide is to assist Landlords in integrating their Tenants into the Westbrook Estate with ease and thereby make such transition as comfortable as possible.

Without registering the Tenant, such occupier will not be recognized as a valid resident and not be eligible to obtain access cards or any access insignia, thereby placing them in an inconvenienced position.

Any normal privileges usually enjoyed by the residents will also be denied, as our Security personnel will not be able to identify them as residents, this will place the security personnel in a position of difficulty in offering proper security facilities to such individuals as they will be regarded as visitors who enter the Estate at own risk.

There is however some administrative requirements that need to be addressed in order to accomplish the objective of having all residents identifiable and thereby provide a well managed Estate and security patrol.

1. The owner / Landlord are to ensure that their levies are fully paid and up to date at the time of registering their Tenant with the Association and at all times thereafter.
2. The Owner / Landlord will be required to provide a copy of the duly stamped lease as required in terms of the revenue stamping duty.

3. The registration form must be duly completed and signed by the Owner / Landlord indicating postal address; physical address; contact phone numbers in case of emergency; name and contact details of Estate Agent handling Rental collection on the lease and all e-mail addresses of self and agent.
4. That by parting with occupation of the property whether temporary or otherwise, the owner shall enter into a written Lease Agreement with such prospective tenant or Occupier.
5. That the member/owner acknowledge and accept that the Association may impose a fine should the owner or tenant / occupier refuse or fail to follow these requirements.

The Owner / Landlord in signing the registration form will also affirm that he / she will be liable and responsible for all water charges on the property at all times including that for the period of tenancy by any tenant or occupier of the property as well as any form of fine or penalty imposed by the Board of Directors on the occupiers their family, friends, Domestic staff or any contractors entering the Estate or property from time to time.

In the event of any breach of House Rules by those afore mentioned.

Owners remain the responsible person for the payment of all levies and water charges or any other charges as levied on the property from time to time and statements of account for such will remain addressed to the owner in all respects.

Where any additional statements are requested for the benefit of any Agent or Tenant, such arrangement will carry charges for such additional service. will be a private one outside of the standard services provided to Members / Owners and such charges will be raised against the Members or Tenant's account and be a debt due to the Westbrook Homeowners Association and recoverable by normal civil action as monies owed to the Association.

The Tenant / Occupant Form is to be completed and signed by the Tenant which shall require information of the Tenants place of work; physical address of work; contact numbers; name of contact at work; close family relative name and physical address; e-mail address and contact phone number. Likewise any Domestic staff details and vehicle details and registration numbers for access facilities. The Tenant / occupant will be required to sign a copy of the House Rules and be obliged to abide by same as well as any amendments or additions or changes thereto at all times, who also affirms by his signature to the Tenant registration form to be aware and obliged to act according to such Rules and be bound to the Association and any decisions in respect of “non compliance to” or “failure to abide by” such Rules and any fines or penalties in respect thereof by the occupant / Tenant or his Domestic staff visitors or any contractors or family as imposed by the Directors of the Westbrook Estate Homeowners Association from time to time.

Any Domestic staff will be required to be aware of the House Rules and be required to abide by the rules and security protocols and procedures that are in place from time to time.

Tenants are to be reminded of the recognized service contractors that are recommended by the Association and are to use such contractors at all times which shall be for their own account.

All contractors as well as visitors are to be reported to security before the arrival of such persons at the Estate entrance.

Please contact the estate manager for any advice or guidance herein.

Estate Manager.
Ian Badenhorst
Cell: 0798961575

Westbrook Estate Homeowners Association

Tenant / Occupier Registration Form.

(Landlord / Owner)

I, _____, the owner and duly authorised by any spouse or joint owner of stand _____ located in the Westbrook Estate hereby advise that we have parted with occupation of the property and have placed Tenants in our property. I affirm that I / we remain responsible for all levy and water payments as well as any behavior of the Tenant, his family, Domestic servants, friends and family who may enter the Estate.

That any breach of rules which may result in any fine being imposed by the Directors of the Association will also be a debt due by me and payable on demand, and if not paid, will be recoverable by the Association with costs on Attorney Client scale from me and any joint owners by normal civil action.

That any failure on the part of any Agent managing the lease on the property to pay any levy or water charges or any other charges whatsoever, shall also be my responsibility as will any fines for non payments due in any month during the lease or any other period before or after the commencement or termination of the lease.

I hereby record my / our residential and contact details for all future correspondence and monthly statements as follows:

Physical Address: _____

Postal Address: _____

E-mail address: _____

Contact Home Tel number: _____

Contact Work Tel number: _____

Contact Cell number: _____

Name of Leasing Estate Agency: _____

Name of Agent / Representative: _____

Address of Agency: _____

E-mail address of Agent: _____

By this recording I enclose a copy of the lease and request the Association register this Tenant as a Legal occupier of my property and to enjoy the benefits and facilities as provided in the Estate.

Signed by Owner / Joint Owner

Authorised to do so.

Date: _____

Westbrook Estate Homeowners Association

Tenant registration Form

(Tenant)

I, _____, the Tenant / Occupier of Stand _____ in the Westbrook Estate hereby affirm having read the House Rules, Architectural and Landscape guide and Articles as posted on the website of Westbrook Estate at www.westbrookestate.co.za, and undertake to abide by same, that my family, visitors, friends, domestic staff and my contractors entering the Estate shall be my responsibility to ensure that they also abide by the rules and any security protocols as imposed by the Association from time to time.

I acknowledge that I shall be required to notify the Association of any changes to my personal information and supply same without causing the Association any cost or inconvenience in tracking or tracing me and my personal details while in occupation at Westbrook Estate.

I hereby record my personal details and confirm that same is true and correct:

Full Names: _____

ID Number: _____

Postal Address: _____

Employer: _____

Physical address: _____

Supervisor/Manager: _____

Contact Home Tel number: _____

Contact Work Tel number: _____

Contact Cell number: _____

E-mail address: _____

I undertake to register my Domestic servant and record any Contractors employed to perform work at the property from time to time.

I further undertake to follow the rules and guidelines of any requirements imposed by the Association from time to time.

Signed by Tenant / Occupier

Authorised to do so.

Date: _____