

# **MEMORANDUM OF AGREEMENT**

Made and entered into by  
and between:-

## **CARIBBEAN BEACH CLUB HOMEOWNERS ASSOCIATION NPC**

Registration Number: 1996/009972/08

*“The Association”*

and

---

Name of Estate Agency

**RECORDAL**

**WHEREAS** The Memorandum of Incorporation of the Association provides that the Association through its authorised representatives may from time to time make rules or regulations in regard to:-

The conduct of any person within the Township for the prevention of damage injury or nuisance of any nature to any member, and;

The furtherance and promotion of the management of the affairs of the Association and/or the advancement of the interests of members and/or residents in the Township and the maintenance and management of roads and security within the Township.

**AND WHEREAS**

The Association acknowledges that each member of the Association including members of Body's Corporate to Sectional Title developments within the Township have the right to sell and properly market the sale of property owned by them within the Township utilizing the services of the Agents.

**AND WHEREAS**

The realtors/Estate Agents appointed by persons entitled to do so to market and sell properties within the Township or Sectional Title developments within the Township, shall be an agreement between such owner and the realtor/Estate Agent so appointed and the Association shall have no interest in such agreement save as provided for in clause 3.2 of this agreement.

**AND WHEREAS**

This agreement is intended to regulate the conduct of Agents in the marketing and sale of properties within the Township including Sectional Title units within the Sectional Title developments within the Township.

**1 INTERPRETATION**

In this agreement:-

1.1 a reference to the singular shall include a reference to the plural and vice versa.

1.2 A reference to any one gender shall include a reference to the other gender and the neuter and vice versa.

1.3 A reference to an individual shall include a reference to a partnership, a company, trust, voluntary Association of persons and vice versa.

1.4 The following words and phrases shall have the meanings assigned to them as set out hereunder:-

“The Association” shall mean the Caribbean Beach Club Homeowners Association, a company registered in accordance with the Companies Act 71 of 2008 as amended with registration number 1996/009972/08.

“The Agent” shall mean Estate Agent/rental Agent or assistant who is

\_\_\_\_\_ Agent

\_\_\_\_\_ Agent

\_\_\_\_\_ Agent

\_\_\_\_\_ Rental Agent

\_\_\_\_\_ Assistant

\_\_\_\_\_ Assistant

“Agreement” shall mean this agreement.

“Show House” shall mean any property, house, Sectional Title Unit or vacant stand for which an agent has received a mandate from the owner to sell or exhibit the property.

## **AGREEMENT**

### **1 DURATION**

This agreement shall endure from 1<sup>st</sup> March to the last day of February the following year and may be extended at the sole discretion of the Association in writing.

### **2 WARRANTIES AND REPRESENTATION BY THE AGENT**

The Agent/s by their signature hereto make the warranties and representations set out hereunder, all of which are deemed to be material, and which warranties and representations the Agent acknowledges induced the Association into entering into this agreement. The Agent acknowledges that:-

- 2.1 The Association has the right to conclude this agreement binding the parties hereto to such agreement.
- 2.2 The Association at its sole and absolute discretion shall from time to time be entitled to change and amend the terms, conditions and provisions of this agreement on written notification to the Agent.
- 2.3 The Agent irrevocably and *in rem suam* agrees to reject any mandate given to it by any member of the Association including members of any Sectional Title developments within the Township which are members of the Association where such mandate is in breach of any of the terms, conditions and/or provisions of this agreement.

### **3 OBLIGATIONS AND UNDERTAKINGS BY THE AGENT**

- 3.1 The Agent shall pay to the Association the registration fee referred to hereunder annually in advance.
- 3.2 The Agent shall if called upon to do so in writing furnish written proof to the Association that such Agent has been mandated on behalf of an owner including owners of Sectional Title units in Sectional Title developments within the Township to sell such property, within 48 (forty eight) hours of being called upon to do so.
- 3.3 Show days, at which prospective purchasers may view property for sale that is open to the general public who shall have access to the Estate, shall be Sundays between 11h00 to 17h30.
- 3.4 The Agent shall deliver to the General Manager a list of properties for which the Agent has been mandated to market and/or sell and/or rent at any time and shall ensure that such list shall at all times be up to date. The Agent acknowledges that such information is necessary for security reasons. Such list shall be part of an activity schedule to be supplied by midday on Wednesday to the General Manager at: [gm@caribbeanbeach.co.za](mailto:gm@caribbeanbeach.co.za)
- 3.5 Notwithstanding the contents of 3.4 above the Agent shall by no later than 10h00 on each Thursday provide the estate management office with a list of

properties to be viewed by prospective purchasers the following Sunday. The Agent acknowledges that such information is necessary to enable the Association to provide adequate security and that access to the Estate will not be permitted to prospective purchasers on Sundays to properties not listed on the list to be provided in terms of this clause.

- 3.6 Houses not submitted at the Association accompanied by an activity schedule by 12h00 on Wednesday prior to the show Sunday will not appear in the show house pack.
- 3.7 In marketing the sale of any property within the Township the Agent shall:-
- 3.7.1 Be entitled to display only one “For Sale” or “On Show” or “To Let” board (provided the house is listed in the Sunday pack) measuring a maximum of 600mm x 400mm on the property to be sold and then such display board shall be positioned at least 2 (two) meters away from the nearest roadside curb to such property, and such board may only be displayed on Sundays between 10h00 and 18h00, subject thereto that should a mandate be given to more than one Agent, no boards shall be exhibited.
- 3.7.1.1 Houses listed for rental in the Sunday pack are deemed to be open to the public and “On Show” and shall have both the owner’s and tenant’s explicit consent and comply with the same requirement as applied to “For Sale” houses listed in the Sunday pack.
- 3.7.2 Be entitled with the purchaser’s permission to display one “sold” sign only on a Sunday between 10h00 and 18h00 on any property sold for a period of 12 (twelve) weeks calculated from the date of sale of such property and then subject thereto to the size and placement requirements in 3.7.1 above.
- 3.7.3 Not permit any advertising including without limitation thereto, signage on walls and/or windows, umbrellas or bunting. No other form of advertising shall be permitted outside or on show houses within the Estate, without the prior written consent of the Association save as provided for in the rules attached hereto that form part of this agreement.
- 3.7.4 Not permit or use pamphlets or flyers or any other promotional material to be distributed within the Township or at the gates/entrance to the Township.
- 3.7.5 Not permit the canvassing of potential sellers within the Estate by doing so door to door or to canvass such prospective sellers by utilizing mail drops or any information which may come into their possession by virtue of the fact that they are owners within the Estate. The Agent/s acknowledge that the members of the association and Sectional Title owners within Sectional Title developments within the Estate are entitled to their privacy.

- 3.8 The Agent shall be responsible for and ensure that any agreement of sale concluded for the sale of any immovable property within the Township shall in the event of such property being:-
- 3.8.1 A Sectional Title unit within a Sectional Title Development with the Township be subject to the purchaser becoming a member of such body corporate and a member of the Home Owners Association and be bound by its Rules and Regulations of the body corporate and the Home Owners Association and the Agent shall furnish electronic copies thereof to the purchaser.
- 3.8.2 A freehold property within the Township be subject to the purchaser becoming a member of the Association and be bound by its Rules and Regulations, and the Agent shall furnish electronic copies thereof to the purchaser.
- 3.8.3 In the event of the Agent facilitating a sale of a close corporation, company or trust which owns immovable property within the Township informs the Home Owners Association in writing of the new members, shareholders, trustees as the case may be together with the details of the property owned by such close corporation, company or trust as the case may be, within 7 (seven) days of such sale being effected.
- 3.8.4 In the event of the Agent facilitating a sale of immovable property within the Township, the Agent shall inform the Home Owners Association in writing of such fact within 3 (three) days of the registration of transfer, giving details of the new owner and the property acquired within the Township.
- 3.8.5 Should the Agent be mandated to find a rental tenant for any immovable property within the Township, the Agent shall upon the signature of such lease agreement with such tenant in writing inform the Association of the details of such tenant by submitting all the required documentation to the Home Owners Association that provides their full names and the names of the persons who will occupy the rented premises through or under him, together with the contact details of the owner/landlord within 2 (two) days of the signature of the lease agreement and advising of the date of occupation of the tenant of such property. The Agent shall in addition furnish to the Association a written declaration that all statutory requirements prescribed by the Financial Intelligence Centers Act, Act 38 of 2001 have been fully complied with, as well as all standard tenancy documentation required by the Association as per annexures 1, 2, 3, 4 and 5
- 3.8.6 The Agent undertakes to ensure that prior to concluding any sale of immovable property constituting vacant stands or partially built stands within the Township that they shall establish from the Association estate office the time constraints within which the owner was obligated to develop such land, and to incorporate in the sale documents the requisite terms and conditions bringing to the attention of the prospective purchaser such restrictive conditions.

- 3.8.7 The Agent undertakes to establish from the Association estate office all information regarding penalties and/or levies and other relevant information or irregularities which should be known to the prospective purchaser of property prior to the conclusion of a sale of such property and to incorporate such information into the sale document to ensure the purchaser is aware thereof.

#### **4 REGISTRATION FEES**

- 4.1 The Agent shall be liable to effect payment of the annual registration fee determined from time to time by the Association, to the Association for each year determined from 1<sup>st</sup> March to the last day of February, annually in advance.
- 4.2 Failure to effect payment of such fee within fourteen (14) days of the fee becoming due and payable shall result in the registration of the Agent lapsing and the Agent shall immediately cease acting as a registered Agent within the Township.

#### **5 BREACH**

- 5.1 In the event of the Agent breaching this agreement, and in the event of such breach being capable of being remedied the Association shall give to the Agent 5 (five) day's written notice to remedy such breach failing which the Association may:-

- 5.1.1 demand specific performance;  
or
- 5.1.2 impose a fine not to exceed R 1,000 (one thousand Rand);  
or
- 5.1.3 cancel this agreement;

in either event without prejudice to claim such damages as the Association is able to prove in law.

- 5.2 In the event of the Agent breaching this agreement and the breach is not capable of being remedied, then and in that event the Association may at its election:-

- 5.2.1 Impose a fine not to exceed R1,000-00 (one thousand Rand);  
and/or
- 5.2.2 Cancel this agreement;

in either event without prejudice to claim such damages as the Association is able to prove in law.

**6 DOMICILIUM CITANDI ET EXECUTANDI**

6.1 The parties choose *domicilium citandi et executandi* for the purposes of the giving of any notice, the payment of any sum, the serving of any process and for any other purpose arising from this agreement, as follows:-

6.1.1 The Association  
Caribbean Beach Club Home Owners Association NPC  
Club House  
Simon Bekker Avenue  
Kosmos  
E-mail: [admin@caribbeanbeach.co.za](mailto:admin@caribbeanbeach.co.za)

6.1.2 The Agent  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_

6.2 Each of the parties shall be entitled from time to time, by written notice to the other, to vary its *domicilium* to any other address within the Republic of South Africa which is not a post office box or post restante.

6.3 Any notice given and any payment made by any party to another ("the addressee") which:-

6.3.1 is delivered by hand or by electronic medium during the normal business hours of the addressee's *domicilium* for the time being shall be presumed, until the contrary is proved by the addressee, to have been received by the addressee at the time of delivery;

6.3.2 is posted by pre-paid registered post from an address within the Republic of South Africa to the addressee's *domicilium* for the time being shall be presumed, until the contrary is proved by the addressee to have been received by the addressee on the fourth day after the date of posting or the next business day if by electronic medium.



**7 NON WAIVER**

7.1 This agreement constitutes the whole agreement between the parties relating to the subject matter hereof.

7.2 No amendment or consensual cancellation of this agreement or any provision or term thereof or of any agreement or other document issued or executed pursuant to or in terms of this agreement and no settlement of any disputes arising under this agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement or of any agreement or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties.

Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

7.3 No extension of time or waiver or relaxation of any of the provisions or terms of this agreement or any agreement or other document issued or executed pursuant to or in terms of this agreement, shall operate as an estoppel against either party in respect of its rights under this agreement, nor shall it operate so as to preclude such party thereafter from exercising its rights strictly in accordance with this agreement.

**8 WHOLE AGREEMENT**

This agreement and annexures constitutes the entire agreement between the parties and no representation by either of the parties or their agents, whether made prior or subsequent to the signing of this agreement, shall be binding on either of the parties unless in writing and signed by all the parties hereto.

**9 TERMINATION**

In the event of this agreement being cancelled by the Association the Association shall be entitled to retain the registration fee paid by the Agent.

10 In determining registration by the Association of any Agent seeking such registration, the association shall take into consideration the matters set out in the schedule attached hereto and marked "A".

SIGNED at ..... on this the ..... day of ..... 2014.

**AS WITNESSES**

1. ....

2. ....

\_\_\_\_\_  
For and on behalf of:-  
**CARIBBEAN BEACH CLUB**  
**HOMEOWNERS ASSOCIATION NPC**

SIGNED at ..... on this the ..... day of ..... 2014.

**AS WITNESSES**

1. ....

2. ....

\_\_\_\_\_

(name)\_\_\_\_\_:-

1. ....

**THE AGENT**

2. ....

\_\_\_\_\_

(name)\_\_\_\_\_:-

1. ....

**THE AGENT**

2. ....

\_\_\_\_\_

(name)\_\_\_\_\_:-

1. ....

**THE AGENT**

2. ....

\_\_\_\_\_

(name)\_\_\_\_\_:-

1. ....

**THE LETTING AGENT**

2. ....

\_\_\_\_\_

(name)\_\_\_\_\_:-

**THE ASSISTANT**

**Schedule “A”**

- 1 A full disclosure by the estate agent of the following matters:-
  - 1.1 Whether the estate agent has been issued with a current fidelity fund certificate in terms of Section 16 of The Estate Agency Affairs Act, Act No 112 of 1976 “the Act” together with a copy thereof alternatively whether estate agent is exempted from obtaining such fidelity fund certificate in accordance with Section 16(1) of the Act in which event proof of such exemption shall be furnished.
  - 1.2 Whether the estate agent has been found guilty of any conduct described in Section 30 of the Act and if so the full details thereof.
  - 1.3 Such other developments at which the estate agent renders services as such or as a managing agent within a distance of 20 (twenty) kilometers of Caribbean Beach Club.
  - 1.4 Such other estates at which the estate agent renders services with the approval of the association of such estate or the body corporate of such sectional title development either as an estate agent or managing agent within a distance of 20 (twenty) kilometers of Caribbean Beach Club.
  - 1.5 Whether the estate agent intends to render services not defined in the definition of estate agent in the Act, if indeed so the full particulars thereof are required to be disclosed.
  - 1.6 Such facts as may persuade the association that the estate agent has successfully discharged mandates entrusted to them historically in a professional manner.
  - 1.7 Whether the estate agent has a criminal record and if indeed so the full details thereof.
- 2 Written confirmation that the estate agent has perused the agreement to which this schedule is attached, and have fully acquainted themselves with the contents thereof and are willing to abide thereby and faithfully discharge their obligations in terms thereof.
- 3 Written confirmation that the estate agent authorizes the association to obtain such information from whatsoever source as will establish the veracity of the declarations made by the estate agent in terms of this schedule.
- 4 Written confirmation that the estate agent shall comply with such requirements as may reasonably be prescribed by the homeowners association in writing from time to time regarding the obligations of the estate agent, when securing tenants or subtenants for properties within the estate or any sectional title development within the estate on behalf of the owner thereof or lessee as the case may be.

## Annexure 1

**Rules Governing the Estate Agency Registration Process.**

1. Registration will only take place annually.
  - a. The current registration period starts on 1<sup>st</sup> March and will run to the end February the following year.
  - b. The fee will be R3,500 for the period per agency covering three agents employed by the agency and R500 for the period for each of the letting agent and assistant.
  - c. All applications must be submitted by end January and payment must be received by end February or registration will be withdrawn and the agent/agency will have to wait another year.
2. Registered agents must adhere to the following.
  - a. Re-registration will be performance based.
  - b. Provided that the rules in terms of the EAAB allow, Agencies may use sitters to watch houses but the sitters must be older than 18 (eighteen) may not negotiate any terms or sales or accept offers with prospective buyers. They have to call the agent to proceed with the process.
  - c. All house sitter details will be provided on a monthly basis to the HOA.
  - d. Agents may use assistants, if the following rules are adhered to:
    - i. One assistant per agency, registered as an assistant with the HOA at a fee of R500.
    - ii. One rental agent at a fee of R500 per annum.
    - iii. The assistant and/or rental agent may not negotiate any sales or take offers.
    - iv. The assistant may not have his/her name or contact details on any advertising.
    - v. The rental agent may only have his/her name on boards of properties that are to let.
3. Individual agents of an agency may not exceed a total of three in number and one assistant and one rental agent.
4. Every agent accepted in the registration process will be obliged to attend an orientation programme run by the HOA.
5. Agents transferring from one registered agency to another registered agency may remain registered provided they have a letter from their former agency consenting to the transfer and provided further that their transfer does not exceed the provisions of clause 3 above.
6. There will be no refund of registration fees, if an agent or agency leaves during the year or if an agent transfers to another agency on the registration list.

7. All agencies are required to provide the General Manager with a list of all mandates (including rentals) and offers to purchase as per the weekly activity schedule.
8. No house may be shown without a written mandate from the owner.
9. If two agencies have been given a mandate then only one can show the property on show days.
  - a. The same applies to properties for rental.
  - b. Should an open mandate be given by an owner to more than two agents, then only the applicable agents' board may be erected.
10. All show houses must be advised to the HOA offices by no later than 10:00 hrs on Thursday prior to the show day. Notices may be hand delivered or by email to: [admin@caribbeanbeach.co.za](mailto:admin@caribbeanbeach.co.za)
11. All advertisements for Caribbean Beach Club on your web site and/or electronic transmissions must state that ID/drivers licence is required for access to the Estate.
14. Performance criteria
  - a) Reports will be provided as per the template by the Wednesday of each week
  - b) Sponsored events, preferably at least 1 per annum per agency.
  - c) All visitors to show days will be issued with a map of the Estate (as soon as same is available), a list of houses on show and an attendance register form.
  - d) The attendance form must be requested by the "sitters" and they are to complete and sign the form and hand it back to the visitor.

## Annexure 2

**Policy Requirements for Renters**

1. An identified security risk within secured private complexes is the ease of access to these complexes through the rental mechanism.
2. This risk can be minimised by instituting various procedures focusing management attention on this section of migrant resident and providing adequate verifiable and traceable information on the applicant.
3. Estate agents have a formal application and through their due diligence procedures generally verify the information that has been provided by the applicant.
4. Agents must submit a copy of the completed application form, the applicant and partners' ID (duly verified by the agent).
5. All the aforementioned to be accompanied with conformation by the agent that the provided information has been verified.
6. Security to verify the submitted ID's prior to access being authorised.
7. The above process to be implemented across the board and to include agreements made through agents not registered at Caribbean Beach Club and by private treaty.
8. An application form has been designed and is available from the administration office for use by residents negotiating private a rental contract.
9. Should a renter apply through an estate agency not registered with CBC the same procedure should be followed as outlined above for CBC registered agents and should be submitted to the HOA at least seven days prior to the proposed occupation date so that the necessary checks can be made.
10. Please be aware that trying to circumvent this procedure places the whole estate at risk and is viewed by the HOA in this light.
11. Renters are not allowed pets.

In addition to the above the Association requires that an additional tenant detail form is completed and the Association's Rental Agreement Addendum is completed and signed by all parties to the agreement.

The above is to be submitted to security at least five (5) working days (preferably 7 (seven) working days) prior to the occupation date so that security can verify the submitted ID information and additional background checks prior to access cards being issued.

There is an additional fee to be paid by the renter/s for the background check to cover the administration costs. The fee will be advised by the administration office at the time of application.

The Association reserves the absolute right to grant or not to grant access to an applicant/s and without the need to provide reason for the refusal except that the applicant did not qualify.

Annexure 3

Rental Agreement cont:

The following clause must either be added to the rental agreement or attached dated and signed by both all parties to the rental agreement.

**SUSPENSIVE CONDITION**

This Lease Agreement is subject to the following suspensive condition:

That the Caribbean Beach Home Owners Association's (CBCHOA) written approval is obtained, by no later than seven working days from the date of submission of their compliant Rental Agreement Addendum to CBCHOA, to the effect that;

- the Tenant has satisfied the CBCHOA's additional verification process and additional background checks; and that,
- the Tenant is accepted by the CBCHOA; and further that,
- the Tenant, will be permitted access to Caribbean Beach Club.

Should the CBCHOA not provide written notification of acceptance, as aforesaid, this Lease Agreement shall be deemed null and void and any monies paid by the Tenant to (name of agency) or the Landlord, in terms of this Lease Agreement, shall be refunded to the Tenant within 2 working days.

Annexure 4

**Rental Agreement Addendum – Caribbean Beach Club**

The homeowners association of Caribbean Beach Club are hereby authorised to secure such personal information of the tenant from the landlord and/or estate agent or other agent concerned regarding the tenant/lessee and make such investigations with the Criminal Record Centre/Department of Home Affairs/ South African Revenue Services/South African Police Service, as the homeowners association deem necessary to ensure compliance by the homeowners association with FICA and the Prevention of Organised Crime Act 121 of 1998 and all other applicable laws governing The Republic of South Africa.

**Applicant Information:**

I, \_\_\_\_\_  
(Full name and surname)

ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a criminal offence?  
If yes, please supply details:

I,  
(Spouse / partner’s full name)

ID No:

Have you been convicted of a criminal offence?  
If yes, please supply details:

**Applicant:**

Signed at: \_\_\_\_\_ (place) This \_\_\_\_\_ (ddmmyyyy)

**Spouse / Partner:**

Signed at: \_\_\_\_\_ (place) This \_\_\_\_\_ (ddmmyyyy)

**Witnesses:**

1. \_\_\_\_\_  
Signature of the Applicant

2. \_\_\_\_\_  
Signature of the Spouse/Partner



**Annexure 5****TENANT APPLICATION DETAILS**

<b>LESSEE:</b>		<b>SPOUSE/CO-LESSEE:</b>
	Surname	
	First names	
	Identity / passport number	
	Date of birth	
	Place of birth	
	Present home address	
	Postal address	
	Telephone number (H)	
	(W)	
	Fax number	
	Cell phone number	
	E-mail address	

	Marital status	
	Type of marital contract	
	Names of all adults and children, gardeners/domestic staff who will occupy the premises	
	<b>EMPLOYERS DETAILS</b>	
	Company name	
	Address	
	Occupation	
	Period employed	
	Gross Income	
Lessor's Name	<b>PERSONAL REFERENCE</b>	Landline & Cell number

Lessor's Name	<b>E-mail address</b>	Landline & Cell number	
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<p><b>Does the Applicant wish to disclose any other information that may influence his/her fitness to become a tenant of the leased premises?</b></p>

**THE APPLICANT ACKNOWLEDGES THAT, AND AGREES TO THE APPLICATION BEING SUBJECT TO:**

1. SUPPLYING COPY/COPIES OF ID/PASSPORT
2. SUPPLYING WRITTEN SUBSTANTIATION OF INCOME
3. THE CARIBBEAN BEACH CLUB HOA UNDERTAKING CREDIT AND REFERENCE CHECKS
4. ALL INFORMATION WILL BE DISCLOSED TO THE LESSOR IF REQUESTED
5. APPROVAL OF THE APPLICATION BY THE LESSOR

*“The homeowners association of Caribbean Beach Club are hereby authorised to secure such personal information of the tenant/lessee from the landlord and/or estate agent or other agent concerned regarding the tenant/lessee and make such enquiries with the Criminal Record Centre/Department of Home Affairs/ South African Revenue Services/South African Police Service, as the homeowners association deem necessary to ensure compliance by the homeowners association with FICA and the Prevention of Organised Crime Act 121 of 1998 and all other applicable laws governing The Republic of South Africa.*

I, \_\_\_\_\_ (full name and surname) hereby:-

1. agree to the aforementioned terms and conditions of this application;
2. agree to notify Caribbean Beach Club Home Owners Association in writing, within 24 hours of any change of details as mentioned above; and,
3. warrant that my personal circumstances as set out in this application are both true and correct and that these are all the relevant considerations pertaining to my personal circumstances

\_\_\_\_\_  
**APPLICANT**

Annexure 6

Activity Schedule

**Activity Schedule for Caribbean Beach Club HOA Registered Agents**

Agency Name: \_\_\_\_\_

Update: \_\_\_\_\_

Sole Mandates		
Stand No	Date Signed	Expiry Date

Joint Mandates			
Stand No.	Date Signed	Expiry Date	Joint With

Sales	
Stand No.	Date Signed

Sitters for Showhouses	
Name	ID Number

Rentals	
Stand No.	Date Signed

Reserved (maximum of 12 weeks per stand)	
Stand No.	Date Signed

Show house listings still to be sent to Izelle by Thursday at 10h00  
Activity Schedule to be sent to the office by Wednesday 12h00

