

## **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 required full document pack 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.

**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
---------------	-----------------------	------------------------

**Does the Applicant wish to disclose any other information that may influence his/her fitness to become a tenant of the leased premises?**


**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**

**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 FICA compliant Rental Agreement Addendum to CBCHOA, to the effect that;

the Tenant has satisfied the CBCHOA’s additional verification process and additional background checks,

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.

**TENANT ACKNOWLEDGEMENT**

I/we, the undersigned \_\_\_\_\_

(ID No.): \_\_\_\_\_ and \_\_\_\_\_

(ID No.): \_\_\_\_\_ have applied to rent erf/unit No: \_\_\_\_\_

do hereby declare that;

I/we have read and understood the following:

- The Caribbean Beach Club Home Owners Association Memorandum of Incorporation for Non Profit Companies
- The Caribbean Beach Club Home Owners Association Rules
- The Caribbean Beach Club Home Owners Association Architectural Guidelines

The abovementioned documents are available on the Association's website:

[www.caribbeanbeach.co.za](http://www.caribbeanbeach.co.za)

I/we have also read and understood the rules applicable to the Sectional Title Complex within Caribbean Beach Club relevant to my purchase. *(Please tick the box below evidencing your knowledge of the rules)*

- Cotton Club
- Royal Pavilion
- Turtle Creek

Signed at: \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Tenant 1: Full Name and Surname \_\_\_\_\_

Signature: \_\_\_\_\_

Tenant 2: Full Name and Surname \_\_\_\_\_

Signature: \_\_\_\_\_

*(If the tenant is a company, association or close corporation all directors/shareholders/partners/members need to sign the statement.)*

## 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 as the homeowners association deem necessary to ensure compliance by the homeowners association with FICA.

### 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