



## OWNER / TENANT INFORMATION FORM – Electronic

**To be completed on or before date of occupation**

Apartment	
Owner	
Name of Letting Agent	
Agency Name	
Tel:	
Email	@
Date of Occupation	
Name of Tenant	
ID No.	
Nr. Of Occupants	
Length of contract	
Date of termination	
Serial Nrs. of Chips issued	Total Nr. issued:
Garage Remotes Engraved Nrs.	Total Nr. issued:

*Copy of Conduct Rules attached ([section 35 (2)(b)] of the Sectional Titles Act no 95 of 1986)*

1. Were Conduct rules discussed with the tenant and does he / she fully understand them?	
2. Did the tenant receive and sign for a copy of the Conduct rules of Cape Sands Body Corporate? (see Website)	
3. Does the tenant agree to obey the Conduct rules taking responsibility for his family and his visitors' actions at all times	
4. *Copy of passport or ID document attached	

X

Tenant

X

Landlord / Agent

X

Received - Building Manager

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit this completed form to the Building Manager as soon as possible**