



OWNER / TENANT INFORMATION FORM – (manual)

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?	Y / N
2. Did the tenant receive and sign for a copy of the Conduct rules of Cape Sands Body Corporate? (see Website)	Y / N
3. Does the tenant agree to obey the Conduct rules taking responsibility for his family and his visitors' actions at all times	Y / N
4. *Copy of passport or ID document attached	Y / N

X

Tenant

X

Landlord / Agent

X

Received - Building Manager

Place: _____ Date: _____

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