



Bendor Village Home Owners' Association / Huiseienaarsvereniging
NPC

(Reg no 1995/011661/08)

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**Extract from the Rules of the Bendor Village Home Owner's Association
(regarding the lease of residential properties)**

6.3.10 Members may lease residential properties to tenants, with the prior written consent of the HOA and further subject to the following conditions:

6.3.10.1 Prior written confirmation must be obtained from the Board prior to the finalisation of a lease with a tenant. The proposed lease agreement must be submitted to the Board prior to conclusion thereof with the proposed tenant, with the information set out below.

6.3.10.2 The names and copies of identity documents of the proposed lessee and occupants intending to occupy the property with the lessee must be provided to the secretary.

6.3.10.3 The proposed lease must contain the names and identity numbers of the lessee and occupiers of the property in terms of the proposed lease;

6.3.10.4 the lease must include a clause confirming that the lessee confirms that the lease is subject to these rules and that the lessee undertakes to fully abide by the Company Rules.

6.3.10.5 The member is obliged to ensure that any tenant is fully acquainted with the Company Rules.

6.3.10.6 Access will only be granted to a prospective tenant after prior written approval is obtained as set out above and after prior arrangements have been made with the secretary to comply with security access requirements. Tenants arriving at Bendor Village without making the required prior arrangements, will not be allowed access.

Rental Agencies are therefore required to make the following arrangements with the Secretary, Ms Henriette de Beer, at secretary@bendorvillage.co.za, before tenants will be allowed access to Bendor Village:

- 1 The proposed lease agreement must be submitted at least seven days before the intended date of occupation for approval by the Board.

- 2 The proposed lease must contain, apart from other terms, the following express information and terms:
 - 2.1 The names of all the persons who will occupy the property, with copies of their identity documents (please note: a maximum number of two persons, including children, per bedroom according to the approved plans, up to a maximum of eight persons);
 - 2.2 a clause that confirms that the lease is subject to the rules of the Bendor Village HOA; and
 - 2.3 the tenant undertakes to abide by such rules.
- 3 The agent or member must make arrangements with the Secretary during business hours for the tenant to move in on an agreed date. Prior to allowing the tenant to move in, the Secretary will email the required documentation to the Rental Agency or the member, including an acknowledgement of receipt of a copy of the HOA Rules. The documentation must be forwarded to the tenant for completion by the Rental Agency or the member. Following receipt of all completed documentation, the Secretary will make arrangements for fingerprint registration. The Secretary will notify the Rental Agency or member to inform the tenant once the fingerprint registration arrangements have been confirmed.