

**To be completed by Owner**

**(a separate form must be completed for each House/Sectional Title Unit that is to be leased)**

Full names of owner of House/Unit \_\_\_\_\_

House address/Unit No \_\_\_\_\_

ID/Registration number of registered owner of House/Unit

\_\_\_\_\_

Contact details of owner/caretaker

\_\_\_\_\_

Full names of letting agent (if applicable)

\_\_\_\_\_

Contact details of letting agent (if applicable)

\_\_\_\_\_

Number of bedrooms in entire House/Unit

1	2	3	4	5	6	7
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Number of bedrooms occupied by owner and family

Number and description of bedrooms/other areas to be leased at any time

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Will the House / Unit be :

Owner occupied	Owner + Tenants	Tenants only
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Maximum number of people allowed to reside in House/Unit at any time (**no more than 2 per bedroom**)

This application covers

Existing long-term tenant	New long-term tenant (6 months or more)	Less than 5 short term rentals annually	Five or more short term rentals annually
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I hereby confirm that –

1. The information that I have provided above is correct;
2. I will ensure that the Greenways office receives a properly completed and signed Tenant Registration Form for each Tenant, **before** the Tenant arrives at Greenways;
3. I am aware that Tenants will not be allowed access to the Estate unless all administration and notification requirements, as outlined in this form, have been complied with;
4. I am aware that every Tenant (and all adults that occupy through a Tenant) must report to the office within 1 Business Day of arrival in the Estate;

5. I am aware that I may not let any area in the House/Unit for storage or other non-residential purposes, unless it is a lease of a surplus garage or storage space in a sectional title unit, to another owner of a House/Unit in the Estate ;
6. I am aware that no more than 2 people per bedroom may occupy the House/Unit at any time;
7. I am aware that I may not lease any space in the House/Unit for a period of less than 5 continuous days;
8. I have paid the annual Tenant Administration Fee to the Association for the House/Unit for the current financial year;
9. I am aware that Tenant Registrations will only be approved if –
  - a. I have paid the required annual Tenant Administration Fee, for the House/Unit in question, during the calendar year in question;
  - b. the Tenant has signed a Tenant Declaration and the signed and properly completed form has been delivered to the Greenways office; and
  - c. in the case of a long-term (more than 6 months) Tenant, a copy of my written lease agreement with the Tenant has been lodged with the office of the Estate Manager.
10. I am aware that I am responsible for all acts and omissions of all Tenants and all resultant fines, including speeding fines;
11. I am aware that no Tenant may sub-lease any space in any House/Unit;
12. I am aware that all letting agents must have a written mandate and that a copy of a valid mandate for the House/Unit must be filed with the Greenways office;
13. I am aware that access to the Estate may be denied to Tenants or members of their household or their invitees, employees or guests should the Tenant or anyone for whom the Tenant is responsible contravene any provision of the Conduct Rules, or any other Regulation;
14. I am aware that am liable for all acts/omissions and transgressions of my Tenants; and
15. I am aware that for as long as any levies in respect of the House/Unit are not paid up, letting of the whole or any part the House/Unit is prohibited.

**Signature of Owner :** \_\_\_\_\_

**Date :** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR OFFICE USE:**

<b>Form completed and signed in full</b>	<b>YES</b>	<b>NO</b>
<b>Levies up to date</b>	<b>YES</b>	<b>NO</b>
<b>Maximum of 2 people per bedroom</b>	<b>YES</b>	<b>NO</b>
<b>Annual Tenant Administration Fee paid</b>	<b>YES</b>	<b>NO</b>
<b>Tenant Administration</b>	<b>APPROVED</b>	<b>REJECTED</b>
<b>APPROVED/REJECTED BY:</b>		<b>DATE :</b>

**If any answer to any of these questions is No, this Tenant Administration Form may not be approved.**