

To be completed by all new Tenants and all existing Tenants who continue their lease after the last day of February of a year

Full names of Tenant: _____

ID / Passport number of Tenant: _____

Email address of Tenant: _____

Telephone number of Tenant

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House/Unit number to be leased to Tenant: _____

Number of bedrooms to be leased to Tenant:

1	2	3	4	5	6
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Long term (more than 6 months)	Short term
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Lease start date per contract: ____ / ____ / ____

Lease end date per contract: ____ / ____ / ____

Full names and ages of all people who will occupy the House/Unit through the Tenant (attach copies of IDs of **all** people over the age of 18)

1.
2.
3.
4.
5.
6.

I, _____FULL NAME_____, hereby confirm that –

1. The information that I have provided above is correct;
2. I will ensure that the maximum number of people who live in all areas of the house/unit will not exceed 2 people multiplied by the number of bedrooms (i.e., if it is a one-bedroom unit, only 2 people are allowed to live there at any time);
3. I am aware that I may not lease space in the House/Unit for a period of less than 5 continuous days;
4. I am aware that I may not sub-lease any space in the House/Unit;
5. I am aware that access to the Estate may be denied to me and members of my household or our invitee/guests if I, or anyone for whom I am responsible, contravenes any provision of the Greenways Conduct Rules;
6. I am liable for all acts/omissions and transgressions of all people who enter the Estate as a result of my lease of the House/Unit; and
7. In the case of a long-term lease, a copy of the lease agreement accompanies this signed form.

Tenant Guidelines

All tenants are required to comply with the Greenways Conduct Rules, a copy of which can be accessed on <https://www.greenwaysestate.co.za>.

These Tenant Guidelines simply highlight certain information that should help you to familiarise yourself with the Estate. These Guidelines do not replace the requirement for all residents to read and abide by the Greenways Conduct Rules. Please note that the sectional title schemes within Greenways have their own conduct rules. Tenants who lease space in a sectional title scheme (i.e. not a freestanding house) must familiarise themselves with the applicable sectional title rules, which can be accessed on <https://www.greenwaysestate.co.za>.

Signature of Tenant : _____

Date : ____ / ____ / ____

Welcome!

The Trustees and Management welcome you to our beautiful Estate and hope that you have a wonderful time while you are here.

Office and Golf kiosk

The Greenways office and golf kiosk are situated at the Clubhouse. Our friendly staff are available to assist with any queries.

Restaurant

The restaurant at the clubhouse may be used by all residents, including tenants and their guests.

Access control

Any Tenant who wishes to enter the Estate on foot or as a driver of a motor vehicle must register for facial recognition at the Greenways office.

All gardeners and housekeepers must be registered at the Greenways office.

All visitors must be approved by a resident (security calls on the intercom in your unit to request permission to allow a visitor access) and must be processed at our security gates. The same applies to deliveries and/or service providers.

Occupancy

The minimum lease/occupation period is 5 consecutive days.

The maximum occupancy for any house or sectional title unit is 2 people multiplied by the number of bedrooms (i.e., if it is a 1-bedroom unit, only 2 people are allowed to live there at any time).

No sub-letting is allowed.

Parking

Parking is only permitted in designated spaces. No private vehicle may park, on (or with any wheel within 1 meter from the curb) any Estate Road, or on any common area.

Refuse

No littering is allowed.

Municipal refuse (wheelie bins) and recycling (clear bags) are currently collected on a Wednesday and all municipal dustbins must be stored out of sight as soon as possible after refuse is collected.

Washing

No washing may be hung to dry except in areas specifically designated for that purpose.

Noise

No unreasonable noise, music or disturbance is allowed.

No firecrackers are allowed.

Animals

Short term tenants (less than six months) may not bring any domestic animal into the Estate. **No more than 2 dogs and/or cats are allowed unless prior authorisation is obtained from the Estate Manager.** All dogs and cats must be registered at the office. Dogs must be on a leash while on common property and cats must have a bell on their collars. All dogs and cats must be neutered/spayed, certificates will be required when registering the pets. There is a doggy run on the Estate for your convenience, please adhere to the Rules.

Vehicles etc

The speed limit in the Estate is 30 km/hour - speeding fines are issued.

Nobody may drive a vehicle in the Estate without a valid license.

Skateboards, roller skates/blades, foot scooters, motorized mini-scooters and pedal cars are only allowed on the walkways.

Facilities

No breakable crockery or glass bottles may be brought into the swimming pool or tennis court enclosures.

No person may enter any of the dams or the river.

No person may cross the dunes without using the beach accesses that have been provided.

Golf rules (available at the golf kiosk) must be strictly adhered to.

Nobody may play golf without making a booking and paying the applicable booking fee. Please speak to the staff at the golf kiosk or the Greenways office.

No fishing in the dams or river of Greenways is allowed

No camping or fires are permitted in the common areas. Small groups of people may picnic on common property but they must not inconvenience others.

Alcohol

Drunken behaviour on any common area, including the golf course, the swimming pool and the tennis courts, is prohibited.

General

Right of admission is reserved.

Use of all facilities is strictly at own risk.

If you have any queries, please contact the Greenways office at the clubhouse.

For office use

Tenant Registration Received on	DATE	
Tenant Registration received by		
	Approved	Rejected
Owner notified of approval / rejection	Yes	No

Signature : _____