



### **TENANT APPLICATION FORM**

The consent to lease/rent out a property within The Gardens must first be obtained by the owner in writing from the Association. Such consent shall be subject to all dues having been fully paid and all other conditions of the Association, The Gardens having been satisfactory discharged.

An owner wishing to lease his/her unit or any part of the unit must along with his/her proposed tenant, complete the formalities, requirements, and documents, as well as comply with the specified conditions, all as prescribed by the Association for the proper installation of tenants

#### **NOTE:**

1. Processing of a tenant application will take approximately 5-7 working days especially where a Body Corporate is concerned
2. The HOA will not grant access to the estate until the relative Body Corporate approval for occupation has been received in writing from the trustees and/or managing agent.
3. Incomplete information/documents **will not be accepted**
4. Annexure A is to be completed and sent the management office requesting consent prior to tenant occupation.
5. Management will notify the owner if they may commence with the lease.

PROPERLY COMPLETED FORMS AND REQUIRED ATTACHMENTS NEED TO BE EMAILED IN PDF FORMAT TO THE ESTATE MANAGEMENT OFFICE: [admin@thegardens.co.za](mailto:admin@thegardens.co.za)



*The Gardens*  
LA LUCIA RIDGE

FULL NAMES OF OWNER/S OF THE PROPERTY:

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FULL NAMES OF THE PROSPECTIVE TENANTS:

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OWNERS APPROVAL OF THE LEASE    Y    N    OWNERS SIGNATURE:

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PRIVATE RENTAL	Y	N
ESTATE AGENT	Y	N

AGENT NAME:	
NAME OF AGENCY:	
CONTACT CELL:	
CONTACT EMAIL:	

TERM LENGTH OF LEASE: (NO SHORTER THAN 6 MONTHS)

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DATE OF OCCUPANCY:

DATE TO VACATE:

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OWNERS APPLICATION TO RENT (ANNEXURE A)	Y	N
COPY OF SIGNED LEASE ATTACHED	Y	N
COPY OF SIGNED HOA CONDUCT RULES	Y	N
COPY OF OWNERS ID	Y	N
COPY OF TENANTS ID (ALL OCCUPANTS)	Y	N
COMPLETE VEHICLE TAG APPLICATION	Y	N
PROOF OF PAYMENT – VEHICLE TAG	Y	N
WRITTEN BC APPROVAL TO TAKE OCCUPANCY	Y	N

BIN COLLECTION DAY IS ON A FRIDAY (WEEKLY), BINS ARE NOT TO BE PUT OUT THE NIGHT BEFORE COLLECTION DAY, THE USE OF WHEELIE BINS IS REQUIRED.



*The*  
**Gardens**  
LA LUCIA RIDGE

**TENANT DETAILS**

DATE OF OCCUPANCY:	
NUMBER OF ADULT OCCUPANTS (18+)	
NUMBER OF CHILD OCCUPANTS (UNDER 18)	

SURNAME	FIRST NAME	ID NO.	RELATIONSHIP

**PRIMARY LEASE HOLDER DETAILS**

NAME: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

WORK NO.: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS AT THE ESTATE: \_\_\_\_\_

**SECONDARY/ALTERNATE LEASE HOLDER DETAILS**

NAME: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

WORK NO.: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS AT THE ESTATE: \_\_\_\_\_



*The Gardens*  
LA LUCIA RIDGE

**DECLARATION BY THE OWNER**

I, \_\_\_\_\_ (full name), as the owner of the property  
situated at: \_\_\_\_\_ The Gardens; La Lucia Ridge; 4019

Do hereby acknowledge that: -

- I am personally responsible for the payment of all levies and other HOA expenses;
- I will never hand over my personal access discs/cards to the tenants;
- I have supplied the Tenant with a copy of The Gardens House rules;
- I have supplied the Tenant with a copy of the Body Corporate rules (if applicable);
- I understand that any contraventions of the rules by tenants, shall be deemed a contravention by me, the owner; and penalties will be raised to my levy account
- I or the Agent will notify management in written form, in advance, if there are any extensions granted to the lease period or any change of details;
- I have determined that the above tenants are of suitable standing befitting the estate and myself and/or the agent has done all necessary background checks;
- I understand The Gardens conduct rule, that short-term letting is prohibited.

Access Approval:

PERMISSION FOR ACCESS TO BE GRANTED TO TENANTS	Y	N
NO OF VEHICLE ACCESS TAGS PERMITTED FOR ISSUE		
PERMISSION FOR MY TENANTS TO BE ADDED TO THE GARDENS RESIDENTS' APP	Y	N

I acknowledge that my tenant may need to replace access tags for their vehicles for reasons such as windscreen replacement, change of vehicle, damaged tag etc without my consent and may acquire temporary access for reasons such as hired vehicles, visitors, house sitters etc. at the discretion of management. Access tags may only be given to occupants of the household as advised on this document.

I give my tenants permission to add members of the household who requires access to the resident's app

SIGNATURE OF OWNER: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

SIGNATURE OF AGENT: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_



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DECLARATION BY TENANT

I, \_\_\_\_\_ (Name)  
Am the primary tenant and lease holder, have noted the contents of this document.  
I have understood it and agree to all requirements as a tenant.

- I have read and understood The Gardens Conduct Rules and Body Corporate Rules (If applicable);

SIGNATURE (TENANT): \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

NAME OF WITNESS: \_\_\_\_\_



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ANNEXURE A

OWNERS APPLICATION TO RENT:

FULL NAMES: \_\_\_\_\_

SURNAME: \_\_\_\_\_

TRUST NAME: \_\_\_\_\_ (IF APPLICABLE)

BEING THE REGISTERED OWNER OF:

UNIT/STREET NO.: \_\_\_\_\_

STREET NAME: \_\_\_\_\_

BODY CORPORATE NAME: \_\_\_\_\_

THE GARDENS

LA LUCIA RIDGE

DURBAN

4019

Do hereby apply for consent to rent the above property to TENANTS

\_\_\_\_\_  
SIGNATURE (OWNER)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
NAME:

\_\_\_\_\_  
NAME:

MANAGEMENT ASSOCIATION APPROVAL (FOR OFFICE USE ONLY)

ALL LEVIES/DUES ARE PAID UP TO DATE:	Y	N		
CONSENT TO RENT	GRANTED: OWNER NOTIFIED		Y	N
	WITHHELD: OWNER NOTIFIED		Y	N

\_\_\_\_\_  
SIGNED (\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_) )

ESTATE MANAGEMENT