



EPSOM TERRACE

Vrede Road, Epsom Downs - Bryanston

Estate Management by Van de Sandt Estate Management CC

Anton van de Sandt # 083 787 6336 / AJ@vdsem.co.za

RESIDENT MOVEMENT / INFORMATION UPDATE FORM

THIS FORM MUST BE RECEIVED BY THE ESTATE MANAGER FIVE BUSINESS DAYS PRIOR TO RESIDENTS MOVING PERMANENTLY IN OR OUT OF THE ESTATE. THIS IS DONE FOR VERIFICATION OF THE MOVE! NO FORM = NO MOVE!

NO REMOVAL VEHICLE WILL BE GRANTED ACCESS INTO OR OUT OF THIS ESTATE UNLESS THIS FORM HAS BEEN COMPLETED IN FULL. THIS FORM ALSO APPLIES FOR MOVEMENT IN AND OUT OF FURNITURE WHILST IN OCCUPATION, AND NOT ONLY WHEN A RESIDENT MOVES IN OR OUT.

NO MOVING IN BEFORE 8AM or OUT AFTER 5PM FOR SECURITY REASONS

MAXIMUM VEHICLE WEIGHT: 3 Tons Fully Loaded (Vehicles that exceed this weight damage the paving and cabling underground and normally cannot turn/manoeuvre properly). **HEIGHT RESTRICTION: 3.5 Metres**

VERY IMPORTANT INFORMATION – ESTATE/RENTAL AGENTS ARE OBLIGED TO NOTIFY TENANTS!

To ensure the safety and security of all the residents in Epsom Terrace, please complete the following information when moving permanently in or out of the estate, or to simply have your details updated. The fully completed form can be sent to the Estate Manager via fax to 086 607 0963 / e-mail to AJ@vdsem.co.za **PLEASE DO NOT LEAVE THE FORM AT THE GUARDHOUSE!**

UNIT NO. **MOVE IN** **MOVE OUT** **UPDATE ONLY**

(Indicate in the blocks above with a ✓ whether you are moving / only updating your details)

Date of **Move / Update** : _____/_____/20_____

Name of Removal Company : _____

Truck/Vehicle Reg. Number : _____
(Complete upon arrival of vehicle if no details are available as yet)

Resident Name/s : _____/
(Individual occupying the unit)

Resident Contact Number/s : 1. _____/2. _____

Contact Numbers for Gate : 1. _____/2. _____
(The Security Guards will contact you on this number for access authorisation when a visitor arrives at the gate. No visitors will be granted access if the security guard is unable to get hold of the resident!)

Resident E-mail Address/s : _____/_____

IMPORTANT!!! In the event that you are renting, please complete the blocks below indicating the details of the additional tenants with whom you are co renting the unit, as all previous tenant details will automatically be updated by the details provided on this form;

Tenant 2		Tenant 3		Tenant 4	
Name		Name		Name	
Tel No		Tel No		Tel No	



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Owner Name : _____
Owner Contact Number : _____
Owner E-mail Address : _____
Letting Agent Company : _____
Name of Agent : _____
Agency Contact Number : _____
Agency E-mail Address : _____
Date of lease termination : _____

Resident Vehicle Information;

Vehicle Make	Vehicle Colour	Vehicle Registration No.
1.		
2.		
3.		

Domestic Registered with Body Corporate and ID card received?

YES

NO

(If not, please collect the Domestic Registration form from guardhouse, as no domestic workers will be allowed into the complex without a domestic ID card).

Has your pet been registered by the Body Corporate?

YES

NO

(All pets must be registered with the Body Corporate, i.e. Pet Application must first be approved by the Body Corporate before a pet can be kept by a resident).

Has a set of Conduct Rules been received and signed for?

YES

NO

Resident Signature : _____

Owner Signature : _____

Estate Manager Signature : _____

(If the form has not been signed by the Estate Manager and a copy thereof returned to you, no access will be granted!)

Comments:

This information is required in terms of the Sectional Titles Act 95 of 1986

FOR AND ON BEHALF OF THE BODY CORPORATE – EPSOM TERRACE