



MECCEMA - 1

Mount Edgecombe Country Club Estate Management Association 1

(Association Incorporated under Section 21 of the Companies Act) Registration No. 1992/003562/08)

Tel: 031-502 2534
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37 Copperstone Lane
Estate 2 – Gate 5

P. O. Box 2000
Country Club
4301

CHECKLIST ON ALL TENANTS OCCUPYING PREMISES ON ESTATE 1

OWNER OF PROPERTY	
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PROSPECTIVE TENANT:	
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OWNERS APPROVAL OF LEASE	Y	N	Signature of Owner	
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HOW DID YOU HEAR ABOUT THE PROPERTY?	
<input type="checkbox"/> ESTATE AGENT	<input type="checkbox"/> OWNER OF PROPERTY
LETTING AGENTS DETAILS:	
CONTACT NUMBER:	

LEASE AGREEMENT SIGNED		HOW LONG IS YOUR LEASE FOR?	
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IDENTITY DOCUMENTS ATTACHED)	(COPIES	
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CONTACT NUMBERS BEFORE OCCUPATION	
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DO YOU REQUIRE MORE ACCESS DISKS eg, domestics	
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DO YOU HAVE ANY PETS – only subject to Management approval	
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No cats are allowed on the Estate

VETERINARY PROVIDED	CERTIFICATES	YES	NO
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CLUB MEMBERSHIP NO. (Refer to p.2 for completion and approval from Club)	
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Failure to comply with Club Membership will result in lease been rejected by the Association.

DID YOU RECEIVE A COPY OF THE MAP	
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MECCEMA1 RULE BOOK ISSUED NUMBER	-	DATE:	SIGN:
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<u>Please note:</u>
•That Bin day is Wednesday.
•If you extend your lease, notification must be given to MECCEMA 1 offices to avoid access been cancelled on last day of lease.

READ YOUR RULE BOOK"



PROSPECTIVE NEW TENANT ON THE ESTATE – CLUB MEMBERSHIP

[This form to accompany the application for Club Membership as completed by the prospective new Tenant]

FAX TO: The General Manager, Mount Edgecombe Country Club
Please note that the following **RENTAL** is proposed:-

LETTING AGENT: _____ CONTACT NO: _____

PROPERTY Erf No _____ Address: _____
No [Street] [Village]

CURRENT OWNER: _____
Surname First name

NEW TENANT _____
Surname First name

THE **RENTAL** is set to commence from _____ until _____ date

Please note that:
Tick which is applicable

TEMPORARY TENANT MEMBERSHIP	
THE NEW TENANT is already a member [membership number]	
THE OWNER will subordinate his membership to the new TENANT for the duration of the lease.	

This requires your agreement or otherwise, that the prospective TENANT is acceptable to the Club as a member. Please confirm below your decision and return this notification to us within three [3] working days.

APPROVAL IS GIVEN BY MECCEMA – 1 MANAGEMENT ASSOCIATION

NAME: _____
_____ (print)

ESTATE MANAGER: _____ Date: _____

WITNESS: _____

TO: The Estate Manager, MECCEMA – 1

The Mount Edgecombe Country Club hereby declares that the application for the required membership as above **is / is not** acceptable.

Signed: _____ Date: _____

Designation: _____



APPLICATION TO RENT A UNIT ON THE ESTATE

OWNER'S APPLICATION

[surname]

[first name]

Being the registered owner of _____ In _____
 Erf no _____ village _____
 Where the principal owner represents a Co./Trust/cc, _____
 state name _____

Do hereby apply, terms of Rule 12 of the Association, for consent to rent the above property to TENANTS, all as detailed below:-

TENANTS' DETAILS

Principal Tenant

[surname]

[first name]

Where the principal tenant represents a Co./Trust/cc, state name _____

Who will be _____ Adults _____ Children _____ Pets. _____
 accompanied by _____ and _____

[NB Tenants must register with the Association as "Residents", and if not already owners on the Estate, obtain their own personalised Access cards]

PERIOD OF RENTAL

The period of rental will _____ and continue _____
 commence on _____ until _____
 [date] [date]

Terms of _____ of _____
 notice _____
 [time period/other provisions]

CLUB MEMBERSHIP

Temporary Tenant : Membership Number _____
 Tenant already a member: Membership Number _____

The LESSEE undertakes within 7 (seven) days of commencement of the lease of the property referred to herein, to become a temporary Residential Tenant member of the Mount Edgecombe Country club and pay the required membership subscription fee and any other Club subscriptions are payable annually in advance.

MANAGEMENT ASSOCIATIONS' APPROVALS

Check all levies/dues are paid	YES	Reason	
	NO		
2. Consent to rent	<input type="checkbox"/>	Withheld - Owner notified of problem	sign _____ / /
	<input type="checkbox"/>	Granted - owner notified	sign _____ / /
3. Club notified	_____	Acceptance obtained	_____
	[date]		[date]

4. Notification to Admin and Finance Systems *Done*



EXTENSION TO
LEASE

It has been agreed that this rental is extended from _____ to _____

Signed: Owner _____ Date: _____

Owner's Representative/Agent _____ Date: _____

Club Notified _____ Date: _____



APPLICATION TO RENT A UNIT ON THE ESTATE

DECLARATION BY OWNER

I, as the registered owner of the property to be rented, do hereby acknowledge that:-

- Responsibility for payment for all levies and dues to the Association remains with me.
- I will not hand my access cards/discs at any time to the Tenants
- I have supplied the Tenant with a copy of the Handbook for Residents and Conduct rules. Alternatively
- I understand that any contraventions of the rules by the tenants shall be deemed to be a contravention by me the owner
- I will notify the Management Association of any change to the above details or of any extension to the rental period.
- My existing telephone no:

	Will remain connected
	Will be disconnected
- My access to the Estate will be

	Maintained
	Temporarily suspended
- All matters relating to the Rental Housing Act are strictly between me and the tenant and MECCEMA shall not be involved in any way whatsoever.
- I have notified the Tenants of the requirements for membership of the Club and where necessary they have agreed to pay the monthly fee.
- I have determined that the above tenants are of suitable standing befitting the Estate and the Club

Signature _____ [date] _____
Owner

Signature _____ [date] _____
Representing Agent

Representative Agent	
Contact Name	
Address:	

Proof of Appointment as representative or agent is required

Proof of Appointment as representative or agent is required

	Awaited
	Obtained

 Date _____

DECLARATION BY TENANT

I have noted the contents of this document, I have understood it and agree to all requirements as a tenant.

[sign] _____ [date] _____



TENANTS INFORMATION SHEET

OWNERS' DETAILS

SURNAME **NAMES**

HOME **CELL**

TENANT – ALL MEMBERS LIVING ON THE PROPERTY INCLUDING MINORS

<i>SURNAME</i>	<i>FIRST NAME</i>	ID NO.	<i>RELATIONSHIP (husband, wife, son, daughter or other)</i>

NAMES.....
.....

NAMES

HOME.....

WORK.....

WORK.....

CELL.....

CELL.....

e-mail.....

POSTAL ADDRESS
.....

POSTAL CODE

**PHYSICAL ADDRESS
ON THE ESTATE**

**Please note that copies of IDS' / PASS-PORTS / BIRTH CERTIFICATES
Must accompany this document.**



PET APPLICATION FOR TENANTS ON ESTATE 1

NAME OF TENANT

OWNERS NAME

PHYSICAL ADDRESS

1. Application is hereby made to MECCEMA-I for a special concession to allow the pet onto the Estate.
2. If I am granted permission to bring the pet onto the Estate, and for any reason whatsoever this pet is deemed a nuisance in any manner, MECCEMA-I may exercise its right to demand that the pet be removed from the Estate and I agree that I will do so with immediate effect.
3. I confirm that I will be responsible for any removal/medical costs that are applicable or incurred should the pet be required to be removed from the Estate.
4. I acknowledge that I will not replace this pet with another pet without approval from Meccema 1.
5. **NO CATS ALLOWED ON THE ESTATE.**

NAME OF PET	BREED	WEIGHT (FULLY GROWN)	GENDER (M/F)	NEUTERED/SPAY ED YES/NO
1				
2				
3				
4				

- A Copy of a veterinary certificate confirming the above details to be attached hereto.
- All dogs are to be fitted with a collar with a metal tag showing the telephone number of the owner.
- **Plans for adequately containing the pet must be attached to this lease prior to lease being approved. (Sketch / Photograph of enclosed area)**

DATED AT _____ THIS DAY OF _____ 2009.

PET OWNER

WITNESS

APPROVAL IS GIVEN SUBJECT TO THE ABOVE CONDITIONS

DATED: _____

ON BEHALF OF MECCEMA-I

WITNESS



NOTES FOR PROSPECTIVE PURCHASES / TENANTS

The following summary notes are set out to timeously inform prospective purchasers / tenants about certain important matters regarding some of the requirements of living on our Estate.

Being part of a community of people who share our secure and high quality lifestyle requires that all residents abide by our conduct rules which protect this very way of living. However, the rules should be seen to be neither restrictive nor punitive as they merely form an appropriate code by which members may live together, reasonably and harmoniously, without interfering with others' enjoyment and to the benefit of all. Some of the more pertinent rules are set out below:-

Use of a Unit - (i.e. land, stand, dwelling, outbuilding, etc.) is restricted to residential purposes only.

Leasing/Renting/Selling - of property requires Association permission and is subject to strict rules.

Occupation Density - the number of persons allowed to reside at one time in a unit shall not exceed the number of legitimate bedrooms in the unit multiplied by two.

Fencing - Additional fencing may not be installed without prior permission from the Association.

Gardening - Every owner shall be obliged to accept, for his specific property, the general garden maintenance determined by the Association and as supplied across the Estate for all gardens and the cost, which is based on the area serviced, is included as part of the levy.

The Right to Keep and the Control of Pets - *Written permission must be obtained from the Association prior to bringing any pet onto the Estate. * No more than two DOGS (of small breed only and not exceeding 20kg when fully grown) (Bitches must be spayed). Dogs must be kept in an adequately contained area and are only allowed out of the owner's property when on a leash and under the control of the owner. *No CATS are permitted on the Estate. Caged BIRDS are usually the subject of many problems and even if permission is granted special conditions can be invoked. *Pets may not be allowed to be a nuisance or to cause a disturbance or annoyance to others.

Security - is priority on the Estate. *All procedures in force must be strictly adhered to at all times. *All employees (domestic workers, etc.) must be registered with Security Control. *Casual workers are not encouraged and are subject to strict rules. *Security Control must be informed of all expected visitors/deliveries/repair crews/etc. prior to them arriving at the gate.

Alterations or Amendments - Cannot commence without consultation from the Meccema-1 offices

Use of Roads - *Speed limit inside the Estate is 25 kph. *No person shall operate any vehicle (and that includes golf carts) unless he is the holder of a valid driving license.

Club Membership is obligatory for the owner (or Nominee) of every property.

Fire Arms may not be discharged on the Estate

Signs/Flags (and poles) may not be displayed/erected on private residential properties

TV Dishes/Aerials must have their position approved by the Association prior to installation

Employees are not permitted to stay overnight on the Estate

Fireworks are not allowed

Functions/Parties proposed at a private residence where more than 30 people may be attending require special permission which will not be lightly granted. The Club is the correct place for such activities.

Levy payments are payable in full one month in advance. No deduction is allowed for any reason unless approved by the Association. Overdue accounts attract interest at 3% above Prime

Non Compliance with the Rules is subject to disciplinary action, the imposition of fines or further court action.

Refuse days are Wednesdays and may not be put out on any day other than the appointed one or overnight nor over weekends.

The Rules of the Estate are not limited to only those quoted above. Should any doubts arise or should further information be required then you should consult the Rule book issued or contact the Meccema-1 Offices.



MOUNT EDGECOMBE



MOUNT EDGECOMBE
 Registered 1912/1911
 POB: 207, Mt Edgecombe, Durban, KwaZulu-Natal, S.A.

