
ESTATE AGENT REGISTRATION

Agent Name: _____

Estate Agency: _____

Cell Phone: _____ **Office No:** _____

Email address: _____

Fidelity Fund no: _____ **(Attach a copy of your certificate to this application)**

I hereby confirm that I have received and signed a copy of the Estate Agent Rules for Kleinbron Estate Home Owners Association (hereafter referred to as HOA) and that this has been discussed and agreed to with the principal of the Estate Agency I am registered with.

I further confirm that I have received an electronic copy of the following documents:

- Estate Agent Rules for Kleinbron Estate
- Kleinbron Estate Constitution and Architectural Guidelines
- Kleinbron Estate Rules
- Kleinbron Estate Access Control Procedures

Registration is free and being registered allows the agent to have their details listed on the Kleinbron Estate Website. Members of the Kleinbron Estate HOA will only be allowed to use registered estate agents.

I commit to adhere to the HOA's Estate Agent Rules and authorise the Estate Manager, Trustees or any person appointed by the Trustees, to enforce the rules by any means necessary. By signing this registration form, I give the HOA consent to enforce the rules on a homeowner's property, municipal pavements and any open areas within the Estate and also those leading into the Estate. Should enforcing the rules require the removal of incorrectly or unauthorised placed sign boards, the sign boards will be returned after a fine of R250 per board has been paid or alternatively the boards will be discarded.

It is understood that any deviation from the rules could lead to an immediate suspension of 6 months. A suspended Agent may not partake in any form of marketing property within the Estate. Continuous transgressions could lead to the cancelation of this registration and/or suspension at Agency level.

The purpose of the Estate Agent Rules is to:

- Maintain and improve the aesthetics of the estate.
- Maintain & improve the administration processes and security of the estate.
- Ensure new residents receive and are familiarised with Kleinbron Estate Constitution and Rules.
- Ensure new residents sign the required documents and are captured on our Access Control system.

Agent Business Card:

ESTATE AGENT RULES

- All municipal by-laws regarding estate agents and estate agent sign boards will apply.
- All rules and regulations as laid down by the Estate Agency Board will be adhered to.
- No door-to-door marketing of any kind or handing out of marketing material at the estate entrance will be allowed without prior approval by the Trustees.
- Show Houses are only allowed on Sundays. **"On Show boards"** are only allowed from Sunday mornings 6am till 7pm Sunday evenings.
- **All Show Houses must be reported to the Estate Offices by latest 12pm Thursday mornings.** This must be done via e-mail (info@kleinbronestate.co.za) and the office will send a confirmation e-mail. **It is the Agent's responsibility to follow up before 11am Friday mornings.** No advance bookings for show houses will be accepted. Every Friday morning, the Estate Office will make the necessary arrangements with Security. If no arrangements were made/confirmed, visitors to the show house will not be accommodated by Security and any **"On Show boards"** will be deemed as a transgression and removed.
- When a property is sold, only one **"Sold board"** per agent will be allowed. Such a **"Sold board"** is only to be erected on the street facing side, directly in front of the property that was sold. No other form of **"Sold board"** will be allowed (e.g. **"Sold board"** with direction indicator pointing down cul-de-sac is not allowed). If the property was sold by more than one agent (joint mandate or sole mandate), all Agents are allowed to erect their **"Sold Boards"**. **"Sold board/s"** may be displayed for a maximum period of 2 weeks (as per municipal by-law) and must be erected simultaneously in the case of multiple agents. The Agents must manage this amongst themselves.
- **"Sold boards"** may only be erected after our office issued a **consent to transfer** to the administrators. It is the Estate Agents responsibility to get confirmation of this from the Estate Office before erecting a **"Sold Board"**.
- Only one **"For Sale board"** (per Agent) will be allowed per property. Such **"For Sale board"** is only to be erected on the street facing side, directly in front of the property that is for sale. No other form of **"For Sale boards"** would be allowed (e.g. **"For Sale board"** with direction indicator pointing down cul-de-sac is not allowed). No **"For Sale boards"** will be allowed on the sidewalk or any municipal open areas leading into the Estate.
- For tenants, it is the estate agent's duty to inform the Kleinbron Offices of all contract renewals and to email the addendum of the lease agreement to the Kleinbron Estate office before expiry of said lease agreement. Failure could lead to cancelation of biometric access of the tenant.
- It is the Estate Agent's duty to ensure that new homeowners are informed about the levies payable before signing any contracts. The current levy amounts can be obtained from the Kleinbron Estate Offices at Tel: 021 982 0086 or email: info@kleinbronestate.co.za
- It is the Estate Agent's duty to ensure that new homeowners receive and sign the Kleinbron Estate HOA Constitution, Architectural Manual, Rules and Access Control Procedures. New tenants must receive a copy of the Rules.
- The Estate agent registration must be renewed yearly before 1 March.

This agreement was drafted by and will be maintained by the Trustees of Kleinbron Estate HOA. Whenever changes are applied, the updated version will be distributed to all registered agents.

Agency Name: _____

Agent Name: _____

Agent Signature

Date

Chairperson Kleinbron Estate HOA

Date