Dolphin Beach Body Corporate House Rules Letting

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Applicable to Short AND Long term letting

AMENDED: 03 February 2022

Letting House Rules/Procedures:

1. Introduction

1.1 Owners of apartments at Dolphin Beach, have the right to let their apartments, subject to any Tenants, irrespective of whether it is “Short term” or “Long term” Tenants, **adhering to and complying with ALL Rules and Conditions, as applicable to Owners**.

1.2 Furthermore, Dolphin Beach is governed by both the Sectional Title Legislature and the approved registered rules pertaining to the Estate.

1.3 Therefore, **the onus is on Owners to ensure that BOTH their Letting Agents and Tenants, are FULLY informed of and will adhere to the Sectional Title Legislature, Registered Management, Conduct and House Rules**.

1.4 It needs to be recorded, that under no circumstances will the **Dolphin Beach Body Corporate, the Trustees, the Management Company or the Complex Manager, be held liable for any damage or incident, of whatsoever nature, resulting from the letting activities of any Owner**.

1.5 These letting house rules have been defined specifically to ensure the privacy, security and wellbeing of all Residents and Tenants.

2. Per the Sectional Title Schemes Management Act

2.1 13. Duties of Owners

(1) An owner must—

(f) notify the body corporate forthwith of any change of **occupancy** in his or her section; and

3. Per the Sectional Title Schemes Management Act Prescribed Management Rules

3.1 3. Amendment and binding nature

(2) A member must take all reasonable steps to ensure compliance with the conduct rules in force in terms of section 10(2)(b) of the Act **by any Tenant or other occupant of any section** or exclusive use area, including the member's employees, guests, visitors and family members**.**

3.2 27. Governance documents and records

(2) The body corporate must prepare and update the following records, pertaining to Tenants:

(i) full names of the Main Tenant ***(i.e. only 1 person in group of tenants)***;

(ii) identity number or, in the case of non-South African citizens, the passport number; and

(iii) ALL contact detail, pertaining to the Owner, the Letting Agent *(where*

applicable) and the Main Tenant; **which contact detail shall include:**

- **Full names**
- **Cellphone numbers**
- **E-Mail addresses**
- **Vehicle License Plate number**

4. Per from the Registered Conduct Rules

4.1 An owner may let or part with occupation of his unit provided:
4.2 that no such letting and/or parting with occupation shall in any way release the owner from any of his obligations to the body corporate, hereunder or in terms of the rules or any house rules made in terms thereof or of the Act;
4.3 that as a condition precedent to any such letting and/or parting with occupation, the owner shall obtain from the lessee or the person to whom occupation is given an undertaking in favour of the body corporate that such lessee or person shall duly observe all these regulations and conditions as are contained in the rules and in the Act. Such undertaking shall be in such terms as the trustees shall from time to time require and it shall be ***lodged in writing with the Dolphin Beach Estate Office (See "Letting Tenant Registration Form – 03 February 2022")*** prior to such lessee or person being given occupation of the unit.

5. Registering Owner or Letting Agent

5.1 All owners, estate- and letting agents (agent) wishing to let property at Dolphin Beach must register at the Dolphin Beach Estate Office, by means of submitting the "***Letting Registration Form – 03 February 2022***", in which form, such registered owners and agents must agree in writing to comply with these letting house rules/procedures.
5.2 An owner may let or part with occupation of his unit provided that no such letting and/or parting with occupation shall in any way release the owner from any of his obligations to the body corporate in terms of the rules made in terms of the Act.
5.3 A "***Letting Tenant Registration form – 03 February 2022***" is available at the
Estate Manager's office. This form will be applicable to the Tenant. This is the **ONLY form that needs to be completed and submitted**, **for each and every "Letting event"**. This form **may be sent per E-Mail** to the Dolphin Beach Estate Office, a minimum period of 24 hours PRIOR to the commencement of the "Letting event". In the event that the "24 hour

requirement can not be met, then such “Letting Registration Form”, duly completed and signed, needs to be presented at the Security Office, upon arrival by the Tenant and/or the Agent.

5.4 Registered agents will be allowed to enter the Estate to inspect the property or prepare the property for the tenants. Cleaning staff may be attached to this entry authorisation.

5.5 Unregistered agents must be authorised by the owner every time they enter the Estate. Cleaning staff of unregistered letting owners must obtain authorisation from the owner every time they enter the Estate.