

# OWNER INFORMATION SHEET

**IMPORTANT:** Please complete as fully as possible and ensure that we are advised immediately, in writing, if there is any change to any details contained herein.

SCHEME

UNIT / STAND NUMBER

SECTION / ERF NUMBER

NAME IN WHICH UNIT IS REGISTERED (this must be accurate and complete – must correspond to the name reflected on your title deed.)

ID NUMBER/S (if registered in individual's name) or REGISTRATION NUMBER (if registered owner is a CC, Trust, etc.)

CONTACT PERSON/S (if registered owner is a Close Corporation, Trust, etc.)

PHYSICAL ADDRESS (**Domicilium**) – required for legal purposes and **must be within the Republic of South Africa**

TEL. HOME

TEL. BUSINESS

FACSIMILE

MOBILE

E-MAIL

POSTAL

**PREFERRED COMMUNICATION CHANNEL (tick the appropriate box)**

Notwithstanding any legislative or other requirements with regard to the receipt of information I hereby consent to receipt of scheme documentation in terms of my instruction below:

- PORTAL  Portal is most efficient and cost effective channel. Access will be via the Bellbuoy website ([www.bellbuoy.co.za](http://www.bellbuoy.co.za)) and notification will be provided on uploading documentation to the portal.
- E-MAIL  Where the portal has been selected as the communication channel and the scheme has not yet subscribed communication will default to email.
- POSTAL  Owners are encouraged to make use of the above options as these reduce costs and are a quicker means of communication.

**DETAILS OF ANY NOTARIAL CESSIONS NOTED IN YOUR DEED OF SALE:**

POPI Declaration: I as the undersigned hereby consent to the collection and holding of the information contained herein by Bellbuoy Pty Ltd, and understand that the same will be destroyed when it is no longer required.

**SIGNATURE:**

**DATE:**

**TENANT DETAILS & CONTACTS (in the event that the unit is rented this information is compulsory)**

NAME OF TENANT/S

TENANT/S ID No:

TEL. HOME

TEL. BUSINESS

FACSIMILE

MOBILE

E-MAIL ADDRESS

**LETTING AGENT DETAILS & CONTACTS (in the event that the unit is rented)**

NAME OF LETTING AGENT

TEL. BUSINESS

TEL. MOBILE

FACSIMILE

E-MAIL

Please **URGENTLY** return completed form to **THE BELLBUOY GROUP**  
e-mail [bellbuoy@bellbuoy.co.za](mailto:bellbuoy@bellbuoy.co.za)  
or post to P O Box 7660, Newton Park, 6055

