



OCCUPANTS INFORMATION FORM

IMPORTANT: Please complete this vital sheet as fully as possible and return this form and a copy of all occupier's I.D.'s via e-mail to bellbuoy@bellbuoy.co.za. Please also ensure that we are advised immediately, in writing, of any changes.

SCHEME NAME:

UNIT NUMBER:

OWNER NAME:

LESSEE DETAILS: Occupant 1		(as recorded on the lease agreement)
Surname:	First Name:	
Date of Occupancy:	Emergency No.:	
Cell No.:	Landline No.:	
E-mail Address:	Next of Kin Name & No.:	

LESSEE DETAILS: Occupant 2		(as recorded on the lease agreement)
Surname:	First Name:	
Date of Occupancy:	Emergency No.:	
Cell No.:	Landline No.:	
E-mail Address:	Next of Kin Name & No.:	

VEHICLE DETAILS: Occupant 1	VEHICLE DETAILS: Occupant 2
Brief Description:	Brief Description:
Registration No.:	Registration No.:
Parking Bay No.:	Parking Bay No.:

EMPLOYMENT DETAILS: Occupant 1	EMPLOYMENT DETAILS: Occupant 2
Name of Employer:	Name of Employer:
Contact Person (Name):	Contact Person (Name):
Employers Address:	Employers Address:
Contact Number:	Contact Number:

LETTING AGENTS DETAILS:	
Name of Letting Agent:	E-mail Address:
Contact Person (Name):	Contact Numbers:

OTHER OCCUPANTS RESIDING IN THE UNIT (Including Minors):					
	Occupant 3	Occupant 4	Occupant 5	Occupant 6	
Surname:					
First Name:					
Age (<i>Minors</i>):					
Contact No.:					
Email Address					
Vehicle Registration:					

Do you have the following:				
	Yes/No			
A Domestic Worker		If yes	Name:	I.D.:
A Gardner		If yes	Name:	I.D.:
A Pet/s		If yes, has permission been obtained?		Y/N

DISCLAIMER	DISCLAIMER
<i>I hereby confirm that I/my letting agent has provided the relevant rules and legislature applicable to this scheme to the occupant/s.</i>	<i>I hereby confirm that my lessor has provided me/us with the relevant rules and legislature applicable to this scheme as the occupant/s.</i>
Signature (Owner): _____ Date: _____	Signature (Occupant/s): _____ Date: _____
Signature (Owner): _____ Date: _____	Signature (Occupant/s): _____ Date: _____

This form has been drafted to comply with the Sectional Titles Schemes Management Act 8 of 2011, with reference to Section 10 (6)(c) which confirms that the body corporate must deliver a copy of the rules to each person who becomes an owner or occupier. This requirement can only be complied with if the owner notifies the body corporate forthwith of any changes of ownership or occupancy in his or her section, refer Section 13 (1)(f).