

# 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 Name:

Unit/Erf Number

Owner Name:  
(As it appears on your title deed)

Identity / Registration Number:   
(Registration Number in the case of a Company, Close Corporation or Trust)

Owner VAT Number:   
(Only required for clients where the scheme is registered as a VAT vendor)

TEL (Mobile):

TEL (Landline):

Email:

Physical Address of Owner:  
(domicilium citandi et executandi)

Postal Address of Owner:

**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:

Electronic

Postal

**ELECTRONIC:** Electronic is the most efficient and cost-effective channel. Access will be via the Bellbuoy portal and notification will be provided on uploading documentation to the portal. Invoices and statements may also be viewed and downloaded here, as may scheme relevant documentation. All other correspondence will be issued via email.

**POSTAL:** Owners are encouraged to make use of the above option, as this reduce costs and is a more efficient means of communication, however postal is an option.

Details of notarial sessions noted in your deed of sale (if any):

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

Signature:  Date of Signature

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

Tenant Name:   
(As it appears on lease)

Identity / Registration Number:   
(Registration Number the case of a PTY, CC or Trust):

TEL (Mobile):

TEL (Landline):

Email:

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

Agency Name:

Agent's Name:

TEL (Mobile):

TEL (Landline):

Email:



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