



ESTATE AGENT RULES

1. ACCREDITATION

With effect from the 1st July 2018 it will be a requirement that in order for Estate Agents to sell or let any property in Birdwood Estate, the Estate Agent must be approved by the BHOA through the Estate Manager.

2. DOCUMENTATION

The following documentation is required by the BHOA:

Copy of Agent's ID document

Copy of Agent's EAAB Certificate

Vehicle details(Make, model and registration number)

3. ADVERTISING FEE

An annual advertising fee of R 1000.00 per agency, is payable to BWHOA. EFT in favour of BHOA, Absa Bank, Branch code 632005, Account number 407 4977 689, Reference number BDE0105M.

4. CONDITIONS

Clients accompanying estate agents must adhere to all security procedures at the entrance gates.

Agents will be held responsible for their client's actions while on the estate.

The Estate Agent must familiarize him/herself with the Rules & Regulations in respect of Architectural Specifications, Building and Estate Rules and conditions prevailing on the property being sold (servitudes, encroachments etc.)

Estate Agents are not allowed to give any instructions whatsoever to any Security Guard or any Birdwood Estate Staff member on site. No abuse of Security Staff will be tolerated.

5. MARKETING

General

Marketing material must reflect the true fact about Birdwood Estate. No Birdwood logos may be used on any marketing materials, brochures etc. No Marketing / Advertising material or Business Cards to be given to the Birdwood Estate Security for distribution.

Show-Days

Show days are only permitted on Sundays and from 11h00 to 17h00, agents must be in the show house for the duration of the show.

The office must be informed by Wednesday of any Show Houses on the Sunday.

Show days are not permitted during the following days:

Easter weekends and long weekends.

The period from 15th December to 10th January, both days inclusive.

Show Boards

Show boards are to be displayed only between 08h00 and 18h00 on Sundays.

Only 2 (two) show boards may be displayed on Birdwood Estate's grass verge outside the entrance gates.

Only 1 (one) show board permitted outside the house that is on show.

Maximum board size (960mm x 600mm).

Pointer Boards

These are boards with arrows directing potential buyers to a house "On Show"

Only 1 (one) pointer board at every intersection (double sided).

All boards inside and outside of Birdwood Estate have to be removed at the end of every Show Day.

For Sale Boards

Owners are permitted to put up one For Sale board provided by the BHOA.

Banners, Flags and Bunting

One banner, two flags and one set of bunting will be allowed for the "On Show" weekend but must be removed at the end of each weekend.

6. CONDITIONS OF SALE

All Agents to make it a condition of sale to supply:

Architectural Specification, Building Code of Conduct and Estate Rules.

The Managing Agent (Angor Property Specialist Tel: 011 840 5000) to be contacted regarding outstanding levies on the property and to ensure that a Clearance Certificate is obtained.

7. LETTING

Letting agents must ensure that all lease agreement documentation is submitted to the BHOA for approval prior to the tenant/lease taking occupation of the property.

The following information and documentation must be provided on the day of registration:

Copy of the Lease Agreement stipulating the following:

Duration of lease

An undertaking that, should the tenant continuously contravene the rules of the Estate, the BHOA reserves the right to request the lessor to terminate the lease.

An agreement that the lessor acknowledges that the tenant's access cards will be deactivated

if the levy for the property leased is/falls in arrears, or upon instructions from the owner/lessor.

Confirmation that the tenant has been provided with a copy of the Estate's Rules & Regulations, and if in the sectional title complexes their rules as well.

Completed Tenants Details Form.

8. **Access to the Estate**

Access to the Estate will only be granted by the owner/tenant. A valid driver's license must be presented at the security gate for access to the Estate.

9. **ACKNOWLEDGEMENT**

I hereby acknowledge and understand the full contents of this agreement and will abide by these conditions.

Signed on this day _____ day of _____ 20 _____

Estate Agent