

Welcome
To
Palm Gate



Summary of Rules of the Body Corporate of Palm Gate

Any person/s seeking to occupy or vacate apartments at Palm Gate must get the written approval of the Building Manager at least 48hrs prior to their intended move.

1. This approval is subject to the following conditions being met by the applicant:

1.1 Payment of R60.00 for the rules of The Body Corporate of Palm Gate as well as that of Umhlanga Ridge Town Centre Management Association and the acceptance of liability for actions and responsibilities related to the aforementioned rules

1.2 Submission of a Clearance Certificate, obtained from Building Manager, to the security, which will permit you to enter or exit the premises.

1.3 Moving into or vacating apartments is permitted on weekdays only between 9 am and 4 pm.

1.4 A 'Personal Details of Occupant Form' must be completed and lodged with the Building Manager accompanied by copies of Identity Documents of the registered resident.

1.5 No more than two persons per bedroom per apartment is permitted.

1.6 Payment of R60.00 per disc to enable access into the building. The maximum number of access discs available per apartment is as follows: 1 Bedroom apartment (2 access discs); 2 Bedroom apartments (4 access discs); 3 bedroom apartments (6 access discs)

1.7 Payment of lift damage levy of R250.00, which is refundable on departure provided that no damage was caused during the movement of furniture etc., into or out of the building. Note that the common causes of lift damage are when the doors are manually held open or when the weight of goods exceeded 1000kgs. Hence it is advisable to use the appropriate buttons only, to open and close doors.

1.8 Payment of R60 for entry/exit identity card for domestic workers together with 2 passport size photographs and a certified copy of Identity Document. Cards are processed by Building Manager.

OTHER GENERAL RULES

Parking bays: are allocated to residents. Note also, that the designated visitors' parking is set aside for visitors and that occupation of such parking should only take place with the permission of the security guard who, after obtaining details of visitor, will grant the visitor a 'Permission granted' card which must be displayed. No articles other than road vehicles may be kept in the open Parking bay. For legal parking a Car Disk is to be displayed. Parking illegally & or failure to display disk will incur fines. Visitors parking after midnight will be charged R60.

Speed Limit: 25km/h. Please be careful of our children.

Air Conditioners: Installation of Air Conditioners are required to be approved by the Trustees. Air conditioning units are not to protrude from the unit and if they are visible they must have the approved cover. Owners are required to keep their air conditioning units in a state of good repair to the satisfaction of the Trustees.

Curtains: All curtains must be lined with non-see through plain white fabric other than where venetian or bamboo blinds are being used, in which instance these must be of either a wood grain or white in colour.

Washing: Residents shall not allow any washing / clothing to be visibly displayed apart from the designated wash line provided.

Wash Lines: Keys for the use of such areas must be obtained from security and returned immediately after clothes are hung or removed.

Wash Bays: are strictly for the use of residents only. Keys must be obtained from security. All litter etc., emanating from cleaning of vehicle must be removed from the site by owner and keys returned timeously.

Balconies: Only plants and patio furniture on balconies. No mops, squeegees, buckets, clothes driers etc to be stored thereon.

Refuse: No rubbish or refuse may be left on any portion of the Common property. Use must be made of the refuse shutes. If the article is too big for the shute, it should then be brought down to the waste disposal area in the basement.

TV: Under no circumstances is any owner / tenant allowed to appoint a private TV technician to interfere with cables etc entering the apartment from the satellite source. However the technician may attend to problems related to the owner's / tenant's personal TV & other audio visual equipment within his apartment only. We suggest you use the company recommended by the Board of Trustees.

Artisans: Any artisan employed by owner / tenant for whatever job on the premises must seek the permission of the building manager. The owner / tenant must ensure that the common area in proximity to the worksite is left in a tidy state.

No coal fired braais are permitted in the building, including all common areas.

Pets: Animals, reptiles and birds. The keeping of any pets within the complex is not permitted. Please ensure that your visitors do not bring pets onto the property.

Lift Notice Boards: Note that the primary purpose of the lift notice boards is to update residents on rules, regular infringements, information related to Palm Gate etc. However should residents require to use such notice boards a charge of R10 per day per lift will be levied, provided that the notice is approved by the Building manager / Trustee.

Staff: Under no circumstances are residents to give instructions to the staff of Palm Gate as it is causing internal conflict. All request to go through to the Building manager

Trolleys: are to be returned to the allocated trolley park in the basement & ground floor. Behind Lift No 1

Sales & Letting Agents: In terms of URTA rules. No estate agent boards can be displayed except during 2pm – 5pm on show days in the relevant buildings.

Fire Hydrants: Note that it is illegal to use Fire Hydrants for any purpose other than that of fire.

Any exception to the above rules must be approved by Board of Trustees

By Order of The Board of Trustees of Palm Gate

BODY CORPORATE OF PALM GATE
Personal Details of Occupant

161 Ridge Road
Umhlanga Rocks
4319
Tel: 031 5611375
Email: admin@rescor.co.za

P O Box 579
Umhlanga Rocks
4320
Fax: 031 5611177

I new occupier of apartment

ID no contact phone no

do acknowledge and accept The Body Corporate rules of Palm Gate.

Letting Agent Phone no

Lease Duration Commencing

Parking Bay no

Store room no

I am aware of the height clearance being 2,3m.

Signed New Occupier Date

Signed Building Manager Date

Included in Package: -

- Body Corporate Conduct Rules
- Umhlanga Town Centre Management Association Rules
- Summary of Rules of the Body Corporate of Palm Gate
- Application for Service Use of Lifts

Cost: R60 (non refundable) payable to the building manager upon receipt of package.

on / and behalf of The Body Corporate of Palm Gate

NB: This form to be completed prior to occupation.

BODY CORPORATE OF PALM GATE

11 Centenary Boulevard
Umhlanga Ridge
4319

APPLICATION FOR SERVICE USE OF LIFTS

I,(full name) of apartment

understand that the four lifts, numbered 1,2,3,4 at Palm Gate are not heavy duty service lifts.

In my service use of these lifts, I therefore accept total liability for any damage or delict that may result from my / my contractors misuse. (Alternatively there are four service staircases available).

Furthermore in terms of the body corporate rules I herewith tender the deposit of two hundred and fifty rands (R250) for such usage, which is refundable on moving out provided there is no damage to the lift or building.

I pledge that I will exercise due care and diligence over any contractors or labour deployed in the moving of my possessions via the lift/s.

Lift instructions: Use the buttons to open & close the doors. Please do not hold the doors open. Maximum weight 1000 kgs.

Date & time of usage will be
.....
.....

Any special circumstances or conditions that may apply:
.....
.....
.....

Signed Date

Witness

Deposit received Yes / No

Approval Granted

Signed Building Manager

Date

Palm Gate

Clearance Certificate

Name	
Apartment No	
Date & Time of move approved	

Moving In

R60 paid for Welcome Package	Yes	No
Completion of Personal Details of Occupant	Yes	No
Payment of Lift Damage Levy	Yes	No
No. of Access Disks applied for		
Payment of Access Discs	Yes	No
Lift Checked	Yes	No
Signed Building Manager / Trustee		
Information Only		
TV Upconvertor / Codes	Post Box Key	

Moving Out

Date & Time of move approved	
Lift Checked	
Date Lift Damage Levy Refunded	
Signed Building Manager / Trustee	

Body Corporate of Palm Gate

Apartment No _____

Name			
Identity No			
Tel No			
Cell No			
Email			
Date Bought		Unit Size	
No. of occupants		No. of Access Disks	
Car Registration			
Parking Bays			
Store Room No			
Maids Identity Card			
Maids Name			
Post Box Key		Air Conditioner	

Have a set of all the Rules ? _____

Sign : _____

Leasing Agent			
Leasing Duration		Commencing Date	
Owners Name			
Postal Address			
Tel No			
Cell No			
Email			

Kindly provide us with the above information so that we may update our records which will remain confidential.

Date _____