



55 Dombeya Avenue (Jewel Place Entrance), Kleinbron Park, Belami Street, Brackenfell, 7560

# Kleinbron PARK

Home Owners Association

manager@kleinbron-park.co.za  
admin@kleinbron-park.co.za  
office cell 076 484 3339

## KLEINBRON PARK HOA – ESTATE/LETTING AGENT REGISTRATION: *(Please remember to attach your business card.)*

Agent Name: \_\_\_\_\_

Cell number: \_\_\_\_\_

Email address: \_\_\_\_\_

Estate Agency: \_\_\_\_\_

Estate/Letting Agents registered to market properties in Kleinbron Park must adhere to the following rules and regulations:

- Kleinbron Park is a public estate and not a private estate, thus municipal laws/by-laws regarding neighbour behaviour are applicable. For example, neighbour and pet complaints must be referred to the City of Cape Town Law Enforcement.
- All municipal by-laws regarding Estate Agents and Estate Agency Board rules and regulations apply.
- All municipal by-laws regarding estate agent signboards apply.
- No door-to-door marketing (canvassing) of any kind will be permitted.
- No distribution of marketing material at the Park entrance or in residents' post boxes is permitted.
- Flyer distribution must be arranged with the local Post Office (PO), and proof of payment to the PO must be forwarded to the Kleinbron Park office ([admin@kleinbron-park.co.za](mailto:admin@kleinbron-park.co.za)).
- The Kleinbron Park office can be contacted for enquiries about advertising in the Kleinbron Park Newsletter.
- All Show Houses must be arranged with the Kleinbron Park office by 12h00 on Friday morning preceding the showing. Arrangements must be made via e-mail ([admin@kleinbron-park.co.za](mailto:admin@kleinbron-park.co.za)). The office will send a confirmation e-mail and then make the necessary arrangements with Security. Please note that if no arrangements are made, visitors to the Show House will not be allowed entry to the park. Also, no marketing material will be distributed by the Security guards at the Park entrance.
- Show Houses are only allowed on Sundays. All "On Show" boards must be removed by 18h00 on Sunday evenings.
- Only one "Sold" board per property will be allowed. Sold boards may be displayed for one month after the property was sold.
- "For Sale" boards are to be erected on the street-facing side only, directly in front of the property that is for sale. No "For Sale" boards are allowed on the sidewalks or any municipal open areas leading into the Park.
- It is the Estate Agent's duty to inform all new tenants/home owners moving into Park of the UHF vehicle tag entry system. New residents must purchase UHF vehicle tags from the Kleinbron Park office.
- Tenant's UHF tags are linked to their rental contract. It is the Estate Agent's duty to inform the Kleinbron Park office of all contract renewals. Failing to do so will result in the UHF tag being deactivated from the system.
- It is the Estate Agent's duty to ensure that new home owners are informed about levies/special levies (if applicable) payable before signing any purchase contracts. The current levies for townhouse/single residential properties can be obtained from the Park administrators, OSRO – Tel 021 910 0707 or email [osro@mweb.co.za](mailto:osro@mweb.co.za). Levies for Jewel Place flats can be obtained from their Managing Agents, Neo Trend Real Estate - Tel 087 803 0577.
- It is the Estate Agent's responsibility to ensure that new home owners receive and sign the Kleinbron Park HOA Constitution, Architectural Manual, and House Rules, and that new tenants receive a copy of the House Rules. *A copy of the Kleinbron Park HOA Constitution, Architectural Manual, and House Rules will be sent to you via e-mail once your signed Registration form is received.*

### I hereby confirm that:

- I have read and understand the above rules and regulations,
- I will adhere to the rules and regulations as set out in this document and all other rules and regulations promulgated by the HOA from time to time, and
- I will adhere to the Kleinbron Park HOA Constitution, Architectural Manual, and House Rules, which I will receive via e-mail.

Agent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_