
ARNHEM

BODY CORPORATE

NEW OWNER AND RESIDENT DETAILS

According to Section 44.1 of the Sectional Title Schemes Management Act, the Body Corporate must be notified of change of ownership and dealings with regard to all units.

Please note that this information will be stored in accordance with the Arnhem Body Corporate's Privacy Policy, which is available: <https://www.arnhem.co.za/privacy-policy/>

SECTION DETAILS (required fields)		
SECTION NUMBER		
UNIT NUMBER		
GARAGE NUMBER		
PARKING BAY NUMBER		
OWNER DETAILS	Name	
	Contact Number	
	E-mail Address	
	Home address	
	Intercom access (yes/no)	
INTENDED USE OF SECTION (please tick)	Primary residential	<input type="checkbox"/>
	Holiday apartment / family use	<input type="checkbox"/>
	Long-term letting	<input type="checkbox"/>
	Short-term letting	<input type="checkbox"/>
TOTAL NUMBER OF RESIDENTS		
MOVE-IN DATE		
DURATION OF RESIDENCY		
LETTING AGENT DETAILS (required fields if applicable)		
LETTING AGENT DETAILS	Name	
	Agency	
	Contact Number	
	E-mail Address	
	Intercom access (yes/no)	

RESIDENT DETAILS (optional but recommended fields for emergencies – details of minors are not required)		
RESIDENT NO. 1	Name	
	Contact Number	
	E-mail Address	
	Intercom access (yes/no)	
RESIDENT NO. 2	Name	
	Contact Number	
	E-mail Address	
	Intercom access (yes/no)	
RESIDENT NO. 3	Name	
	Contact Number	
	E-mail Address	
	Intercom access (yes/no)	
RESIDENT NO. 4	Name	
	Contact Number	
	E-mail Address	
	Intercom access (yes/no)	

TO BE COMPLETED BY THE OWNER

1. It is the owner/letting agents' responsibility to give a copy of the rules to the new tenants. All penalties levied against a section in accordance with the Conduct Rules will be for the owner's account.
2. All general correspondence, circulars and general notices will only be shared with owners. It is the owner's responsibility to forward this information to their tenants or letting agents.
3. All information provided above is volunteered and all personal information included is provided with permission from the family members, residents, letting agents or tenants.
4. The details submitted in this form will never be shared, sold or used for any other purpose than management and administration of the section.
5. No moves may take place if the goods lift is not hung with the protective curtains and flooring. All moves must be supervised by the owner or tenants. Only lift 2 may be used for goods and furniture.

Signed and agreed to:

Name (owner)	
Signature	
Date	