

HAWAAN FOREST ESTATE
LEASE AGREEMENT

SCHEDULE

A. LANDLORD

ID No.

Address:

B. LESSEE

ID No.

Address:

C. PROPERTY

**D. OCCUPATION
DATE**

(N.B. Insert Identity document numbers, Registration Number if legal entity, fax numbers, e-mail addresses as well as contact telephone numbers)

Hawaan Home Owners Association: Lease Agreement

(This Agreement is to be used on all lettings on the Estate that exceeds a period of 2 months)

1. Lease Period

- 1.1 The lease of the premises commences on the ____ day of _____ 20 ____ ('the commencement date').
- 1.2 The Lease shall continue for a definite period of 12 months from the commencement date and shall terminate on the ____ day of _____ 20 ____.
- 1.3 Should the Landlord be unable to give the Tenant occupation of the leased premises on the commencement date stipulated by reason of the premises being incomplete or in a state of disrepair or by reason of the existing Tenant not having vacated the leased premises or by reason of any other fact, the Tenant shall have no claim for damages. In the event of a delay the Tenant shall have a pro-rata reduction in the rental payable by him to the extent to which he is deprived of the beneficial occupation of the leased premises.

2. Rental

- 2.1 The Tenant shall pay the Landlord a rental to the amount of R _____ per month in respect of the premises.
- 2.2 The rental shall be paid monthly in advance on the FIRST day of each month without deduction or demand to the account designated by the Landlord as applicable and as set out in the particulars attached hereto or at such other address as the Landlord or his Agents may from time to time by previous written notice appoint.

3. Increase in Rates

If at any time during the currency of the lease there is an increase in the Landlords annual rates account, the increased amount will be passed on to the tenant.

4. Utility and Other Charges

- 4.1 The Tenant shall be liable for and pay for:-

- 4.1.1 All electricity, power and water used on the LEASED PREMISES;
- 4.1.2 Any charges or penalty charges levied by the Local Authority or other competent authority on the PROPERTY in respect of water consumed in excess of any quota fixed or allowed by such authority.

4.2 Should the TENANT fail to pay the charges for electricity or any other amount due in terms of this lease within SEVEN (7) days of written demand, then, without prejudice to any other rights it may have, the LANDLORD shall be entitled to terminate the supply of electric current to the LEASED PREMISES.

5. Use and Occupation

The TENANT shall:-

- 5.1 Use the LEASED PREMISES personally for his own private residential purposes only and for no other purpose whatsoever;
- 5.2 Not permit more than the number of persons specified in Section 35.5 of the RULES, including the TENANT, to occupy the LEASED PREMISES at any one time;
- 5.3 Not undertake any laundering in the baths, basins or showers of the LEASED PREMISES;
- 5.4 Not allow linen or clothing or carpets to be hung on the balconies, veranda, landings or any part of the LEASED PREMISES or the BUILDING save and except the area provided and specifically designated therefore by the LANDLORD.
- 5.5 The LANDLORD and the TENANT stipulate in favour of HAWAAN FOREST ESTATE, which stipulation ("HFEHOA") shall be deemed to have accepted upon signature of this lease by the LANDLORD and the TENANT that if, during the currency of the lease:-
 - a) The TENANT is convicted of any offence, which in the reasonable opinion of the Board of HFEHOA, may constitute a threat to the security of either the Estate as a whole or to any individual resident; or
 - b) Commits any act or displays any conduct towards a resident or the appointed security providers of HFEHOA, which, in the reasonable opinion of the Board of HAWAAN FOREST ESTATE HOME OWNERS ASSOCIATION, constitutes a threat to the security of either the Estate as a whole or to any individual resident,
- 5.6 The Board shall be entitled to withdraw any consent it may have given for this lease and require the LANDLORD to terminate the lease on one calendar month or THIRTY (30) days written notice to the TENANT, in which case neither the LANDLORD nor the TENANT shall have any claim of whatsoever nature against HAWAAN FOREST ESTATE HOME OWNERS ASSOCIATION. The LANDLORD shall indemnify HAWAAN FOREST ESTATE HOME OWNERS ASSOCIATION (and keep it indemnified) against any such claims that may arise.
- 5.7 Upon any such termination of the lease, the TENANT shall return forthwith all access discs which it has for entry into the Estate, failing which such discs will be cancelled.

6. Cession and Subletting

The TENANT shall not cede, assign or in any way alienate or encumber any of his rights under this lease, nor shall the TENANT sublet the LEASED PREMISES or any portion thereof, nor shall the TENANT permit or allow any other person or persons to occupy the LEASED PREMISES or to reside thereon or to obtain possession thereof without consent in writing of the LANDLORD first being obtained, which consent shall not be unreasonably withheld, and without the written consent of HAWAAN FOREST ESTATE HOME OWNERS ASSOCIATION, which consent shall not be unreasonably withheld.

7. Condition of Leased Premises

The TENANT shall within SEVEN (7) days of taking possession, notify the LANDLORD in writing of the details of any defects in the condition of the LEASED PREMISES and, failing such notification, the TENANT shall be deemed to have received the LEASED PREMISES in a thoroughly good state of

Tenantable repair or condition. All breakages or damage caused during the TENANTS occupation shall be remedied, restored or replaced by the TENANT to the satisfaction of the LANDLORD.

8. Maintenance of the Leased Premises

The TENANT:-

- 8.1 shall at his expense keep and maintain the Interior of the LEASED PREMISES including paintwork, doors and woodwork in good order and repair; reasonable wear and tear excepted.
- 8.2 at his expense repair and/or replace all fluorescent tubes, ballast and electric light globes, locks, keys, windows, glazing, window fittings, electrical fittings that may be damaged, destroyed or lost and shall do any painting which may be necessary from time to time to the interior of the LEASED PREMISES.
- 8.3 Shall not drive any object into the walls, ceilings, floor, woodwork or any part of the LEASED PREMISES; without consent in writing of the LANDLORD.
- 8.4 shall not do anything which may damage the walls, ceiling, floor or any part of the LEASED PREMISES.
- 8.5 Shall care for and maintain any carpet provided in the LEASED PREMISES. Should the said carpet be damaged by the TENANT from any cause whatsoever, the TENANT shall make good such damage and should he not do so, the LANDLORD shall be entitled to repair the damage and recover the costs of such repairs from the TENANT, which cost the TENANT shall pay to the LANDLORD upon demand. The LANDLORD shall not be obliged under any circumstances to replace any carpets in the LEASED PREMISES. Should the TENANT wish to install new or replace existing carpeting, the written consent of the LANDLORD shall first be obtained and upon termination of this lease, the TENANT shall not entitled to reimbursements in respect of any such carpets, which carpets shall become the sole and absolute property of the LANDLORD.
- 8.6 Shall at the termination of this lease hand over and deliver the LEASED PREMISES to the LANDLORD in the same good order and condition as they were in when the TENANT first took occupation of the LEASED PREMISES, reasonable wear and tear excepted.
- 8.7 Shall care for and maintain the swimming pool, (if any) and the TENANT shall make good any damage caused by the TENANT.
- 8.8 Shall care for the tiles, both internally and externally, and the TENANT shall ensure that the external tiles are maintained as per the supplier's guidelines;

9. Repairs and Renovations on Termination

- 9.1 If, on termination of the lease, repairs or renovations are necessary to the LEASED PREMISES by virtue of a failure of the TENANT to carry out the obligations imposed upon the TENANT in terms of this lease, the LANDLORD shall be entitled to carry out such repairs or renovations as are necessary and to recover the costs from the TENANT.
- 9.2 The TENANT shall also be responsible for damages for loss of rental during the period the repairs and renovations are being carried out not less than the rental payable immediately prior to termination of the lease and reckoned until the end of the month in which the work is completed.

10. Electrical Installations

The TENANT shall not alter, interfere with or overload the electrical or other lighting or heating installations in the LEASED PREMISES and shall be liable to repair any short circuits or blown fuses or other damage caused by such alterations, interference or overloading.

11. Plumbing

The TENANT:-

11.1 Shall comply with all sanitary and/ or other by laws affecting the LEASED PREMISES and shall keep and maintain all plumbing, sanitary and sewerage equipment, connections, pipes and drains of the LEASED PREMISES in good working order and condition, and shall at all times purge, cleanse, scour, keep and maintain in good sanitary condition all such drains and other sanitary arrangements including washbasins, baths, showers, toilets and other sanitary fittings.

11.2 Shall not cause or permit to be caused any obstruction or blockage of sewerage pipes, water pipes or drains in the BUILDING and shall remove and repair at his cost any obstruction or any blockage to any sewerage or water pipes or drains so caused.

12. Alterations

12.1 The TENANT shall not make any alterations or additions of any nature whatsoever to the LEASED PREMISES without the prior written consent of the LANDLORD. All terms and conditions which may be prescribed by the LANDLORD in giving any such written consent shall be strictly observed by the TENANT. The TENANT shall not make any improvements to the premises or to any installations thereon, whether structural or otherwise, or drive or permit any nails or screws to be driven into walls, ceilings or floors of the premises or into any furniture or fittings therein, or in any manner whatsoever do or permit anything to be done that may damage the walls or any other portion of the premises. Any alterations, additions or improvements made by the TENANT with the written consent of the LANDLORD shall upon the termination or cancellation of this lease at the LANDLORD'S option either be removed from the premises by the TENANT at the TENANT'S expense, or should the LANDLORD not require the removal thereof than all such alterations, additions or improvements shall become the property of the LANDLORD and the TENANT shall deemed to have waived any claims of whatever nature arising out of such alterations, additions or improvements to the premises and the LANDLORD shall not be required to compensate the TENANT in any manner in respect thereof.

12.2 No alterations or installations of DSTV aerials or air conditioning units or such to constructed/installed without the prior permission from the LANDLORD and the prior approval/permission from HAWAAN FOREST ESTATE HOME OWNERS ASSOCIATION.

13. Insurance

The TENANT shall not keep or permit to be done or kept in or on the LEASED PREMISES anything which may render void or voidable any fire or other insurance policy of the BUILDING or which may give rise to any increase in the premiums without the prior written consent of the LANDLORD and the whole of any additional premiums payable by reason of anything done or kept or permitted to be done or kept in or on the LEASED PREMISES shall be paid by the TENANT to the LANDLORD on demand.

14. Laws & By-Laws

The TENANT shall not contravene or permit the contravention of any laws, by-laws, and regulations of any competent authority relevant to the conduct of the TENANT'S occupation of the LEASED PREMISES. In the event of the LEASED PREMISES being subject or from time to time subjected to any form of Conduct Rules, Regulations, Use and Occupation Agreement or House Rules governing the rights and obligations of occupants which are not specifically set out in this lease, The TENANT undertakes to make himself familiar with the Conduct Rules, and all other Rules of HFEHOA and agrees to be bound and obliged to comply therewith at all times. This includes rules and regulations as laid down and amended from time to time. If the LANDLORD is fined or penalized by the HFEHOA for any alleged contravention by the TENANT of the HFEHOA rules, the TENANT shall indemnify the LANDLORD for these and reimburse him on demand.

15. Loss and Damages

15.1 The LANDLORD shall not be responsible for any loss or damage which the TENANT, his servants or invitees may sustain from any cause arising, whether or not by reason or any act or omission whatsoever or neglect on the part of the LANDLORD or any of the LANDLORD'S servants or agents, and the TENANT indemnifies the LANDLORD against any claim made against the LANDLORD by any such person for loss or damage.

15.2 LANDLORD shall not be responsible for any loss or damage, which the TENANT may sustain by reason of the PROPERTY or any part thereof at any time falling into a defective state or by reason of any repairs to be affected by the LANDLORD not being affected timeously or at all.

16. Withholding of Payments

The TENANT shall not be entitled to withhold or delay payment of any amounts due the LANDLORD in terms of this lease and the TENANT hereby abandons all or any rights of set-off. The deposit paid cannot be used as the last month's rental.

17. Nuisance

The TENANT shall not cause or permit any disorderly conduct of whatsoever nature upon the PROPERTY or do permit any Act which may constitute or become a nuisance to the LANDLORD or any other TENANT on the PROPERTY or to the owners or occupiers of neighbouring properties. Any excessive noise caused or permitted to be caused in the LEASED PREMISES or the PROPERTY by the TENANT shall be deemed to be a nuisance within the meaning of this clause.

The TENANT acknowledges that buildings are being erected on other properties within the Hawaan Forest Estate and other sections may be incomplete and that occupants must necessarily suffer inconvenience from building operations and, inter alia, from noise and dust resulting therefrom, and from any other cause whatsoever, and that the TENANT will have no claim whatsoever against the OWNER and/or the DEVELOPER and/or the Home Owners Association by reason of any inconvenience whatsoever.

18. Access

The LANDLORD and/or its agents may:-

- 18.1 have reasonable access to the LEASED PREMISES for the purpose of inspecting or repairing the LEASED PREMISES by prior appointment.
- 18.2 repair, add to alter the LEASED PREMISES when required to do so by any lawful authority.
- 18.3 require the TENANT to temporarily vacate the LEASED PREMISES should it in the opinion of the LANDLORD be necessary to fumigate the LEASED PREMISES provided that the LANDLORD has served on the TENANT at least TWENTY ONE (21) days prior to the date on which the TENANT is required to vacate the LEASED PREMISES, a notification requiring him to temporarily vacate. In the event of the TENANT vacating the LEASED PREMISES in terms of this sub clause, the rental payable by the TENANT shall be reduced to the extent to which the TENANT is deprived of the beneficial occupation of the LEASED PREMISES.
- 18.4 call upon the TENANT to repair any damage to the LEASED PREMISES for which the TENANT is responsible under this lease and in default of the TENANT effecting such repairs within FOURTEEN (14) days after receipt of such notice, may itself effect such repairs at the cost and expense of the TENANT as additional rental.

19. Interruption of Services

The LANDLORD shall take all reasonable steps to ensure the supply of water and electricity to the LEASED PREMISES, but the LANDLORD shall not be liable for any delay, inconvenience or damage, whether direct or consequential, suffered by the TENANT as a result of an interruption in the supply of those services. The TENANT shall notify the LANDLORD immediately of any defects in the water system, electrical installations and the LANDLORD shall take all reasonable steps to ensure that the interruption is rectified as soon as possible.

20. Cleaning Services

The LANDLORD shall provide such cleaning services, if any, to the LEASED PREMISES as it may in its sole and absolute discretion deem necessary or advisable.

21. Breach

Should the rental or any amount due by the TENANT in terms of this lease not be paid on due date or should the TENANT in any other respect whatsoever commit or suffer or permit the commission of a breach of any one or more of the terms and conditions of this lease, the LANDLORD shall be entitled, but not obliged, notwithstanding any previous waiver of his rights, forthwith and without notice, to cancel this lease and take possession of the LEASED PREMISES, without prejudice to his claim for any arrear rentals or other amounts payable hereunder or for any damages which he may suffer by reason of such breach and/ or cancellation, or to any other remedy which he may have against the TENANT arising out of this lease or in law.

22. Costs and Interest

The TENANT shall:-

- 22.1 pay to the LANDLORD interest on any overdue amount at the rate of EIGHTEEN PER CENT (18%) per annum or, at the election of the LANDLORD, at 2% above the prime rate from time to time per

annum of the LANDLORD'S bankers, reckoned from the due date of payment of such amount to the actual date of payment thereof.

22.2 be liable for all legal costs incurred by the LANDLORD as between Attorney and own Client including collection charges, if any, with regard to recovery of arrear rents or any other amounts due in terms of his lease, or arising out of same, or arising out of a cancellation or termination of same.

23. Holding Over

23.1 Should the LANDLORD cancel this lease, and the TENANT dispute the LANDLORD'S right to do so and remain in occupation of the LEASED PREMISES then:-

23.1.1 the TENANT shall continue to pay all amounts due in terms of his lease on the due date.

23.1.2 the LANDLORD shall be entitled to recover and accept those payments.

23.1.3 the acceptance by the LANDLORD of those payments shall be without prejudice to and shall not in manner whatever affect the LANDLORD'S claim to cancellation then in dispute.

23.2 Should the dispute be determined in favour of the LANDLORD, the payments made and received in terms of sub- clause 2 hereof shall be deemed to be amounts paid by the TENANT on account of damages suffered by the LANDLORD by reason of the cancellation of the lease and/or the unlawful holding over by the TENANT.

24. Premature Termination

Upon termination of this lease by the TENANT for any reason prior to the expiration of the minimum period stipulated in Section 1 of this AGREEMENT then until the TENANT proves to the contrary, the TENANT shall be deemed to be indebted to the LANDLORD, inter alia, for damages and loss of rental in a sum equal to the aggregate of the rental which would be payable under the lease but for its termination.

25. Waiver

No relaxation which the LANDLORD may give at any time whatsoever in regard to be carrying out of any of the TENANT'S obligations in terms of this lease shall prejudice or be a waiver of any of the LANDLORD'S rights in terms of this lease.

26. Variations

This lease contains all the terms and conditions of the agreement between the LANDLORD and the TENANT. No variation of this lease shall be binding unless it is in writing and is signed by both the LANDLORD and the TENANT. The LANDLORD shall furnish a copy of any variations of this lease to HAWAAN HOME OWNERS ASSOCIATION.

27. Notices and Domicilium

All notices hereunder by the LANDLORD to the TENANT shall be considered to be duly served when sent by prepaid ordinary or registered letter post to the TENANT or delivered by hand at the LEASED PREMISES which address the TENANT nominates at his domicilium citandi et excutandi.

28. Jurisdiction

The TENANT consents in terms of Section 45 of the Magistrates' Court Act No. 32 of 1944, as amended, to the jurisdiction of the Magistrates' Court having jurisdiction in respect of the TENANT by virtue of Section 28 (1) of the aforesaid Act.

29. Deposit

29.1 The TENANT shall on the signing hereof pay the deposit which may be increased from time to time, equal TO ONE (1) month's rental.

29.2 The deposit shall be placed in an interest bearing account and the interest earned shall accrue to the TENANT.

29.3 The LANDLORD shall have the right to apply the whole or any portion thereof towards payment of any liability of whatsoever nature for which the TENANT is responsible. If the whole or any portion of the deposit is so applied, the LANDLORD shall notify the TENANT in writing and the TENANT shall immediately reinstate the deposit to the original amount.

29.4 The deposit shall be retained by the LANDLORD or its agents until the expiry of this lease or any renewal thereof, the vacating of the LEASED PREMISES by the TENANT and the complete discharge of all the TENANT'S obligations to the LANDLORD arising from this lease, or a termination thereof, and the TENANT shall not be entitled to set off against this rental or other amount payable by him.

29.5 The LANDLORD shall be entitled on termination or cancellation of this lease to retain such deposit until such time as the LANDLORD is able to ascertain and finally determine all amounts owing by TENANT to the LANDLORD in terms of this lease, including but not restricted to telephone charges, water, electricity, and any other amounts due to the local authority including costs incurred by the LANDLORD in restoring the premises to the same good order and condition it was in at the commencement date, where after the aforesaid deposit shall be refunded to the TENANT less all amounts for which the TENANT is liable in terms of this lease.

30. Costs

The costs of and incidental to the preparation, execution and stamping of this lease shall be paid by the TENANT.

31. Warranties by the Tenant

The TENANT warrants that:-

31.1 he is not an alien with whom the LANDLORD is prohibited from entering into this agreement by virtue of the provisions of the Alien's Act No. 1 of 1937, as amended.

31.2 he is not disqualified in terms of any law from occupying the LEASED PREMISES, and undertakes not to permit or allow any such disqualified person to occupy the LEASED PREMISES or to reside therein or to obtain possession thereof for any period of time whatsoever.

32. General

32.1 In this lease:-

- 32.1.1 the LEASED PREMISES means the LEASED PREMISES let in term of this lease.
- 32.1.2 the BUILDING means the building of which the LEASED PREMISES form part.
- 32.1.3 the LAND means the immovable property on which the BUILDING is erected.
- 32.1.4 the PROPERTY means the LAND and the BUILDINGS.
- 32.1.5 BUSINESS DAY means any day excluding Saturdays, Sundays and Public Holidays.

- 32.2 Words importing any one gender shall include the other two words importing the signature shall include the plural and vice versa.
- 32.3 The headings to paragraphs are for convenience only and are not to be taken into account interpreting the provisions of this agreement.
- 32.4 The LANDLORD will make sure that the commencement date the interior walls are clean, the carpets are clean and have no stain or burn marks. Before vacating the LEASED PREMISES the TENANT will spring clean the LEASED PREMISES, which means that the windows will be cleaned and the carpets will be steam cleaned. If necessary, the walls will be washed down so that they are in same clean condition as at the commencement date. Reasonable wear and tear accepted.
- 32.5 The TENANT, by his signature hereto, agrees to be bound by all the terms and conditions of the Articles of Association of the Hawaan Forest Estate Home and Owners Association as well as the Conduct Rules of the Hawaan Forest Estate and any rules in force, from time to time. Any breach by the TENANT of the Articles and/or Conduct or other Rules shall be deemed to be a material breach of this lease entitling the LANDLORD to cancel it.
- 32.6 The TENANT hereby confirms that it has been handed and is aware of the rules and regulations relating to the HAWAAN FOREST ESTATE, and will adhere to all Rules and Regulations during the duration of their lease.
- 32.7 The LANDLORD and the TENANT hereby acknowledge that failure to comply with the rules may result in a penalty being imposed and that any fines payable by the TENANT to Hawaan Home Association, will be added to the owner's levy account. The onus will be on the LANDLORD to recoup these amounts from TENANT.
- 32.8 Clause 21 of the resident Conduct Rules are to be strictly adhered to. No dogs or cats are allowed in the estate.

33. Garden Maintenance

- 33.1 It is the responsibility of the LANDLORD to ensure that the garden of the LEASED PREMISES is maintained regularly. The LANDLORD shall contract with one of the Garden Maintenance Companies accredited by HFEHOA to maintain the garden for the duration of the lease. If in the opinion of HFEHOA the garden is not properly maintained, the owner shall be bound by the Resident Conduct Rules and HFEHOA will do whatever is necessary to ensure that the garden is properly maintained.
- 33.2 It is the responsibility of the Tenant to ensure that the garden receives adequate watering, failing which HFEHOA will invoke the provisions of the Resident Conduct Rules and HFEHOA will do whatever is necessary to ensure that the garden is adequately watered and the cost thereof will be for the LANDLORD'S account.

The LANDLORD and the TENANT enter into an Agreement of Lease in respect of the LEASED PREMISES on the terms and conditions set out in this Agreement of Lease.

The LESSEE who acknowledges that he/she accepts the terms and conditions of this agreement and that all annexures are attached.

SIGNED by the LESSEE at _____ on this _____
day of _____ 20____.

LESSEE

AS WITNESSES:

1. _____

2. _____

SIGNED by the LANDLORD at _____ on this _____ day
of _____ 20____.

LANDLORD

AS WITNESSES:

1. _____

2. _____

DULY AUTHORISED SIGNATORY
ON BEHALF OF THE HOME OWNERS ASSOCIATION

ANNEXURE "A"
ADDENDUM – RENEWAL OF LEASE

Should the Lease be renewed, the Estate Agent will be entitled to the commissions applicable to the renewal period.

A. LANDLORD _____

B. LESSEE _____

C. PROPERTY _____

**D. OCCUPATION
DATE** _____

The parties hereto agree to extend the abovementioned Lease on the same terms and conditions, for a further period of _____ months (_____ months), such extension to expire on this _____ day of _____ 20____. The monthly rental for the entire extended period shall be the agreed amount of R _____ (_____ Rands)

The TENANT agrees to pay the administration fee of R500.00. (Five Hundred Rands) to Hawaan Home Owners Association.

SIGNED by the LESSEE at _____ on this _____ day of _____ 20____.

LESSEE

AS WITNESSES:

1. _____

SIGNED by the LANDLORD at _____ on this _____ day of _____ 20____.

LANDLORD

AS WITNESSES:

1. _____

ANNEXURE "B"

ACKNOWLEDGEMENT OF RECEIPT OF A COPY OF THE ESTATE CONDUCT RULES

Plot Number: _____

Address: _____

Lease Agreement Number: _____

I/we _____

hereby confirm that I/We have received a copy of the Lease Agreement for Plot _____ together with the Conduct Rules.

And I/we undertake to abide by these Rules.

SIGNED by the LESSEE at _____ on this _____
day of _____ 20____.

LESSEE

AS WITNESSES:

1. _____

SIGNED by the AGENT at _____ on this _____
day of _____ 20____.

AGENT

AS WITNESSES:

1. _____

ANNEXURE “C” RESIDENT INFORMATION

In order to ensure our files are current, we would appreciate you taking a few moments to complete this form and either email or fax it back to us. Please be as thorough as possible. **If you provide an email address, this will become our primary means of contacting you.**

Full Name & Surname:	
Plot No.	
Cell Phone Number:	
Home Number:	
Work Number:	
Fax Number:	
Postal Address:	
Email Address:	<i>(Please make sure and add our email address as an approved sender so our emails do not get sent to your “Junk” mail.)</i>

AGENT INFORMATION

Estate Agent Name:	
Contact Person:	
Cell Phone Number:	
Work Number:	
Email Address:	

TENANT INFORMATION

Tenant Name & Surname:	
Cell Phone Number:	
Work Number:	

Email Address:	

DRAFT - DO NOT USE