



DUNKIRK ESTATE SHORT TERM LETTING ACCESS:

***OWNER TO COMPLETE POINTS (1-4)**

- 1. OWNER'S FULL NAME: _____
- 2. ADDRESS: _____
- 3. NUMBER OF BEDROOMS: _____
- 4. MAXIMUM NUMBER OF GUESTS PERMITTED (2 Guests per bedroom): _____
- 5. TENANT NAME: _____ TENANT SURNAME: _____
- 6. ID: _____ MOBILE: _____
- 7. VEHICLE DETAILS (Please indicate number of vehicles arriving): _____

VEHICLE#1 REG: _____ **VEHICLE#4 REG:** _____

VEHICLE#2 REG: _____ **VEHICLE#5 REG:** _____

VEHICLE#3 REG: _____ **VEHICLE#6 REG:** _____

8. ARRIVAL DATE: _____ EXPECTED ARRIVAL TIME (ETA): _____

DEPARTURE DATE: _____

NUMBER OF NIGHTS: _____

9. LETTING AGENCY: _____ LETTING AGENT: _____

The below person/s requiring access will need to visit the DHOA Office or Security Office for an orientation on the Estates rules with the Short-Term Letting Administrator (STLA).

NAME:	SURNAME:	ID/PASSPORT NO:	CELL NUMBER:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____



HOMEOWNER/S SIGNATORY PAGE:

1. CHECK LIST – ITEMS REQUIRED FOR BOOKING APPROVAL:

- R5000.00 deposit has been paid to the DHOA.
- All forms completed and signed.
- ID copies of visitors (over the age of 16) attached to short term lease forms.
- Short term letting fees paid as per invoice.

2. THE FOLLOWING SHORT-TERM LETTING FEES STRUCTURE ARE AS FOLLOW:

- Annual registration fee, R1250.00.
- Lease fee, R450.00 for each and every short-term lease.
- Daily letting fee, R15.00 for every day.

The amount must be deposited into the AVONEG (PTY) LTD bank account 2 days prior to occupation date.

Banking details:

- Bank, FNB - Ballito
- Account, Business Account
- Account No, 62822700705
- Branch Code, 250102

PLEASE SEND PROOF OF PAYMENT TO: shorttermrentals@dunkirkestate.co.za. USE ADDRESS & SURNAME AS REFERENCE.

I, the Owner/ Landlord/ Mandated Representative acknowledge the following:

I will not give my access remote or cards to my tenant. Failure to adhere to this will result in a fine of R2500.00.

My guest must not abuse their access in anyway.

My guest must not handover their access details to anyone for use.

My guest must register their access when accessing through the security gates as a driver or pedestrian.

Failure to adhere will result in a breach of the security protocol and a financial penalty may be imposed.

NB - INSURANCE: It is the responsibility of Owners to ensure that they are compliant with local and national law and that adequate insurance is in place in the event of damage or injury to tenants or their property. The DHOA may call for proof that such insurance is in place.

Signature: _____ Signed at _____ on this day _____ of _____ 20____

Name: _____ ID: _____

Owner / Landlord / Mandated Representative



BELOW ARE SOME OF THE IMPORTANT RULES TO ABIDE BY WHILE YOU ENJOY YOUR STAY AT DUNKIRK ESTATE. READ EACH POINT AND INITIAL NEXT TO EACH RULE:

1. I Acknowledge that I have read through and understood the Dunkirk Estate rule on <http://www.dunkirkestate.co.za/documents/DUNKIRK%20ESTATE%20RULES%20-%20%202016.pdf>.
2. All security procedures, rules & regulations are to be strictly adhered to at all times. Please report any suspicious or unlawful behaviour to security, as well as fires to the numbers provided.
3. Access through the security gates & booms, is only granted if you have valid access for the duration of your stay.
4. Kindly note that abusive behaviour towards the security staff is not tolerated and a fine of R500.00 will be deducted off the deposit for such offences.
5. The speed limit on the Estate is 25km/per hour. No driving under the influence of alcohol or drugs. Should you be caught speeding or driving under the influence, drivers will be liable for a fine, of R1000.00 which will be deducted off the deposit.
6. Vehicles must park within the premises. **Caravans, boats, jet skis & trailers adhere to the Estate's parking rules – must not visible from road.** No person/s may occupy the caravan while it is on Dunkirk Estate.
7. The Community Centre swimming pool (near tennis court) is available for use between the hours of 05H30 and 20H00. Children under the age of 12 wishing to use the swimming pool must be accompanied by parents and supervised at all times. No jumping off the wall and into the pool is allowed. Please ensure that children do not climb on the balustrading anywhere in the pool and surrounding areas. The use of the swimming pool and surrounding area is strictly at own risk.
8. No Swimming, watercraft, or radio-controlled vehicles are permitted in any of the dams.
9. Catch and release fishing is permitted in the dams. No large rods or nets are allowed to be used.
10. NO pets allowed.
11. Refuse is collected on the **morning** of Monday and Thursday; refuse is to be placed neatly on the verge in refuse bags.
12. This is a Residential Estate where our residents live permanently. No unruly behaviour or excessive noise is permitted on the Estate. A fine of R2500.00 will be issued per offence. This amount will be deducted off the deposit.
13. No hooting anywhere on the Estate is permitted.
14. No fireworks are allowed.
15. Drones are not permitted on the Estate.

SALT ROCK // PURE NORTH COAST



16. The discharging of any firearms, air guns or other weapons are strictly prohibited.
17. No animal, bird or reptile may be slaughtered on the Estate.
18. No meat, fish or carcass may be hung up to dry or cure within the Estate.
19. Hiring of Domestic staff must be cleared with the Estate's Office first.
20. Strictly 2 occupants per bedroom applies – if you are caught contravening this rule you will be fined & could face possible eviction from the property.
21. Please make prior arrangements for collection & drop off of keys with the Short-Term Letting Administrator. There will be a key drop box for when you depart from the Estate.
22. **You are in a water restricted area & due consideration must be taken when:**
 - a. Use of a Jacuzzis.
 - b. Use of hosepipes.
 - c. Washing of buildings, structures, cars, trailers, boats, bikes & caravans.
23. When vacating the property please ensure that all lights / air conditioners / stoves / TVs etc have been turned off & all windows & doors have been closed & locked.
24. Acknowledge that access to the Dunkirk Estate Beach Clubhouse, Sauna and Gym is **NOT PERMITTED** as this facility is only for the use of Dunkirk Estate Residents.
25. The Owner / Landlord & Dunkirk Estate Home Owners Association are not responsible for any injury, death, loss or damage sustained to the tenants or their guests.

I hereby acknowledge that I have read & received a copy of the Rules & Regulations pertaining to Dunkirk Estate and I agree to abide by them at all times. I accept that should I or any member of my party break any of the Rules or Regulations that I will be held liable and agree to pay any fines or penalties issued by the Estate.



TENANT ACKNOWLEDGMENT:

I, the **tenant of the above-mentioned property hereby acknowledge & agree** that should I or my Visitor / Relative / Extended Family member break any of the Rules or Regulations that **I will be held liable and agree to pay any fines or penalties issued by the Estate.** All & any costs associated with the administration of this Orientation / Lease will be deducted from the R5000.00, including but not limited to Orientation Fee, Access fees, Fines & Penalties relating to the above-mentioned occupants & their families. Should the fines exceed the deposited amount, then the OWNER will be liable for the excess amount.

I acknowledge the following:

- I will not abuse their access in anyway.
- I will not handover the access details to anyone for use.
- I will register their access when accessing through the security gates as a driver or pedestrian.
- Failure to adhere will result in a breach of the security protocol and a financial penalty may be imposed.

Signature: _____ **Name:** _____ **ID:** _____

Signed at _____ **on this day** _____ **of** _____ **20** _____

Tenant / Visitor / Relative / Extended Family / Holiday Tenant / Responsible Representative.

Disclaimer of Responsibility:

The Dunkirk Estate Homeowners Association and/or its staff/agents shall not be liable to any Member or any of the Member’s lessees, or their respective employees, agents, servants, invitees or customers of any Member of the public dealing with the Member or any lessee for any injury or loss or damage of any description which the Member or any such other person aforesaid may suffer or sustain whether directly or indirectly in or about the Estate, regardless of the cause thereof.

OFFICE USE: Estate Representative: Full Name: _____ **Signature:** _____

Date: ___/___/___ **TOTAL FEE DUE:** _____