



## KELDERHOF

*Country Village*

### **Purpose:**

To ensure that all estate agent activities at Kelderhof Estate involve only licensed agents who correctly inform prospective purchasers of the benefits and obligations related to Kelderhof property ownership, and conduct their sales activities with minimal impact on residents while maintaining integrity of estate security.

### **Process:**

- Estate Agents wishing to sell or rent property in Kelderhof Country Village will complete the relevant application form and provide copies of their company Fidelity Fund Certificate (FFC) as well as the FFC's of any agent who will be listing property at Kelderhof for sale or rent.
- The application will be processed by the Kelderhof OA.
- The Kelderhof OA will then arrange with the agent to meet with a representative of the Kelderhof OA who will explain the obligations of property owners and residents in terms of the Kelderhof OA Constitution, levy obligations, and conduct rules. They will also explain the rules pertaining to sales activity and security on the estate.
- The Agent will receive an electronic copy of all documents required, including those that a purchaser or tenant will need to sign in the event of a sale or a lease.

### **Costs:**

- The initial processing fee for new agencies will be R2000.00.
- There is an additional initial fee of R500.00 per agent from an approved company.
- Each agent is to supply their FFC for the forthcoming year by 31 December in the current year, and the processing fee for this is R250.00 per agent and per company.

### **Rules Relating to Estate Agent Activity:**

There may be one (1) for sale board erected per property. Each board must be neatly maintained and be affixed to the property in the manner prescribed by the City of Cape Town.

No On Show Boards or Show houses are permitted.

Prospective purchasers may accompany accredited agents to Kelderhof and will need to sign in at security, specifying which property they will be visiting. Whilst in the estate all traffic rules must be strictly obeyed for the safety of residents.

Any contravention of the above rules will result in a fine of R500.00 levied by the Kelderhof OA at the discretion of the Estate Manager. Such fines will be payable by the estate agency at which the accredited agent works.

Repeated infringements of the above rules will result in the accreditation of either the agent or the agency being withdrawn, or both. This will be at the discretion of the Kelderhof OA.