



KELDERHOF

Country Village

Home Owners' Association

Taking Occupation of your House

Occupying or taking possession of your house and moving in for the first time can be both exciting and daunting but whatever the case is also usually stressful! This “one pager” aims to summarise the do’s and do not’s before you move in.

1. Municipal Occupation Certificate

The minimum requirement before taking occupation is to ensure that you have a Certificate of Occupancy from the City of Cape Town (Helderberg Municipality). We cannot allow anyone to take occupation without it because it could present danger if the services have not been certified quite apart from the possibility of prosecution. Your builder will supply this and give us (Kelderhof Country Village Owners’ Association) a copy. The certificate effectively confirms that all the essential services within the house have been completed to standard and will be issued so long as the following is in place:

Electrical Compliance Certificate.
A19 Roof Certificate.
Plumbing Completion Certificate.
Glazing Certificate (for windows and glass doors).
Structural Completion Certificate.

2. Owners Contact Details Form

Included in your “Welcome Pack” which the agent and/or builder will give you is a short form which we process so that you can access our portal and enter all your contact details and other essential information which we require. If you do not receive a “Welcome Pack” we will be able to help you at the HOA Offices. Again, essential so that we know who you are!

3. Access Remotes and HOA Application Forms

You’ll be able to purchase remotes for the access booms from the HOA Offices and in addition, if you haven’t received a “Welcome Pack” you can complete a form which we will take to the municipality so that you can receive a rubbish bin and more importantly, collection of your refuse by the municipality.

4. Communication

You will have to make your own arrangements as far as telephony, internet and communication is concerned but we have a sophisticated PABX which has VOIP capability and if you need a service provider or guidance, please contact us and we will endeavour to help.

5. Security

Your builder should keep us informed about when you are actually moving in but to be on the safe side, please let us know and more importantly, let Security (021 843 3095) know.

Have a happy and successful move and we look forward to having you at Kelderhof Country Village!