



Capolavoro is people focused, where we engage with Integrity and Respect. We strive for Operational and Environmental Excellence whilst living a quality life

RESIDENTS ACCESS CONTROL / CONTACT DETAILS FORMS

ERF NUMBER	
STREET ADDRESS	

OWNERS NAME & SURNAME	

<u>Resident 1</u> <u>Full Name</u>		<u>Resident 2</u> <u>Full name</u>	
ID / Passport Number			
Resident SA Cell Number			
Office Number			
Email address			
Vehicle Type			
Vehicle Registration			

IF THE **RESIDENT IS A TENANT**

☐ THE OWNER / LETTING AGENTS DETAILS MUST BE PROVIDED

Owners Name	
Owners ID / Passport number	
Owners Contact Number	
Owners Email Address	
Letting Agency (if applicable)	
Contact Name	
Contact Number	
<u>Is the tenant in possession of the HOA Conduct rules and have they been explained to them?</u>	
Signature of owner or letting agent / electronic submission of this form serves as acknowledgement of the Terms and Conditions contained herein.	

Access Control System (booms).

Note: Only persons that drive / own vehicle will be loaded on the system (Biometric to open booms).

1st Driver:	
2nd Driver:	
3th Driver	

FOR OFFICE USE ONLY:

Entered on Access control system (booms)	
Processed by:	