

SUMMERWOOD AT PINEHURST HOME OWNERS' ASSOCIATION

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GUIDE FOR THE MARKETING/LETTING OF PROPERTY

Each marketing/letting agent has his/her own unique *modus operandi* in respect of the process of marketing or letting property. This guide therefore does not require you to change the manner with which you operate, but rather serves to enable you to meet certain requirements which the Association has put in place in this regard.

Kindly be aware that in the case of the **marketing** of property:

1. When approached by a prospective seller for a valuation and/or marketing of the property, the owner thereof must be made aware of the fact that the Association is required to provide a preliminary clearance to market the property.
2. Marketing/letting agents are reminded that Summerwood is an access controlled complex. It is therefore a requirement that agents are to operate on a "by appointment" basis only with the owner and on all occasions other than the Sunday show house days, they are to personally accompany their clients when requiring access to the village to view the property being marketed. The Management Committee is not prepared in any way to make a compromise on the security prescriptions in respect of the control of access and the movement of visitors in the complex.
3. Should there be an intention to show the property as part of the marketing strategy, such request needs to be made at the office of the Complex Manager by not later than Tuesday of the week in which it is planned to show the property.
4. When finalizing the arrangements for the show-house, a suitable layout pamphlet indicating the site of the show-house and street names is to be made available for the security personnel at the complex entrance gate, to hand to visitors to the property.
5. During the period of showing the property, i.e. between 14:00 and 17:00 on Sundays, one "show-house" board will be permitted on the sidewalk in front of the property. The board is to be removed by 17:00 on the show day.
6. On acceptance of the offer to purchase and approval of the purchaser's bond, the marketing agent is required to provide the Complex Manager with the contact details of the purchaser.
7. The marketing agent is to ensure that the transfer/bond attorney is aware of the contact details of the Complex Manager for the purpose of acquiring the Consent to Transfer of Property/Consent to Registration of a Bond to be provided by the Association.

Furthermore, in the case of the **letting** of property:

1. The letting agent is to provide the Complex Manager with the address of newly let property in the complex as well as the name and contact details of the new tenant of such premises.

2. In the case of already let property, the Complex Manager is to be advised by the letting agent of any change of tenant as well as the contact details of the new tenant.
3. The letting agent, in conjunction with the property owner, is to ensure, as part of the letting contract, that the new tenant receives a copy of the Association's Conduct Rules.

Chairman

Summerwood at Pinehurst Home Owners' Association