


NEW TENANT INFORMATION SHEET		
Body Corporate Managed by Promto Property Management Services cc		
011 867 5508 info@promto.co.za		
Complex Name:		
Unit Nr:		
2 Numbers for Tenants		
Date of Occupation:		
Tenant 1		
Name	Surname	
Contact Number	Cell Number	
Identify Number		
Email Address		
Copy of green bar-coded ID or ID card to accompany this form	Signature: Date:	
Tenant 2		
Name	Surname	
Contact Number	Cell Number	
Identity Number		
Email Address		
Copy of green bar-coded ID or ID card to accompany this form	Signature: Date:	
Number of vehicles?		

Conditions:

1. This document must reach Promto Property 48 hours prior to new tenants moving in to ensure the intercom system is updated. No updates can be done on a Friday for tenants moving in on a Saturday / Sunday.
2. Adhere to the delivery vehicle weight restrictions and off load in such a manner not to block or restrict normal traffic flow or access into other properties.
3. Confirm if your complex is pet friendly, NO Pets allowed prior to permission obtained from body corporate.
4. Adhere to parking rules and ensure neighbourly conduct.
5. Garages are not to be used for storage but for it's intended purpose of parking a vehicle inside.
6. No numbers will be loaded without confirming the acceptance of the body corporate conduct rules.
7. Copies of ID's required for each tenant's number to be loaded.
8. By submitting this document, I confirm that I have read and understand the conduct rules for the body corporate and that I will be bound by it.
9. Failure to abide by the rules could mean fines being issued or legal action being instituted as guided by the conduct rules.

Regards

Promto Property