ANNEXURE F

DOORNHOEK EQUESTRIAN ESTATE HOMEOWNERS ASSOCIATION
(NPC)

Stand Number _____   Owner _____

Documentation required for submission to DOORNHOEK HOA and the GREATER TZANEEN Municipality to obtain an Occupation Certificate.

CERTIFICATES	HoA APPROVAL Date Received	Comment
Foundation Inspection Certificate		
Pest Control certificate, pre-construction		
Glazing certificate		
Truss certificate		
Electrical COC		
Gas certificate		
NHBRC – Enrolment		
Engineers Form – D1		
Form 4 - Engineers completion certificate		
Form 4 – by Architect		
Open Sewer test by Municipality		
Waterproofing guarantee, 10 years for flat slabs		
Statement - Homeowner Levy paid in full		
Statement – Builders Admin Levy paid in full		
Statements – Other		
Other		

A.   Process before submission

1. *The municipality will not issue an occupation certificate unless the HOA have issued a HOA Approval certificate.*
2. Copies of all the above documentation must be handed in to the Doornhoek HOA office, before 12h00 on a Tuesday.

3. On receipt of the above documentation, as set out in clause 2 here above, the Doornhoek BCO will proceed to check all documentation and arrange, with the builder for a final site inspection on the Thursday, between 08h00 and 15h30.
4. Should all be in order Doornhoek will stamp all documentation and issue a HOA Estate Completion Certificate by 08h30 on Friday morning.
5. The documentation can now be submitted to the municipality.

B.   Process after submission

1. It is the responsibility of the Owner/Builder/Architect to submit a properly issued Municipal Occupation Certificate as obtained from the municipality to the Doornhoek HOA.
2. Deposit will be repaid 14 days after copy of Municipal Occupation Certificate is handed into Doornhoek offices.
3. No occupation of any building within the development will be allowed until such time as a valid Municipal Occupation Certificate has been handed in to the Doornhoek offices.

DATE

Deposit amount refundable: _____   _____

Accounting officer signature: _____

Banking Details for repayment of Deposit

Name: _____

Acc no: _____

B/C: _____