



Grotto Bay Homeowners Association

SHORT TERM RENTAL FOR HOLIDAY PURPOSES REGISTRATION FORM

26 August 2022



GROTTO BAY

PRIVATE NATURE RESERVE

Grotto Bay Homeowners Association
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SHORT TERM RENTAL FOR HOLIDAY PURPOSES REGISTRATION FORM

As Per 11.16 Of Grotto Bay Estate Rules, Guidelines and Code of Conduct

11.16 Although owners of properties renting out their entire properties to single groups on a short term basis for holiday purposes need not apply for permission from the Municipality, *such properties need to be registered with the GBHOA as properties utilised for this purpose.*

Definitions:

‘entire property’ refers to ‘a dwelling unit’

‘single group’ refers to a number not exceeding the limitations of your ‘dwelling unit’ i.e. the number of bedrooms as evidenced on your plans registered with the GBHOA. Thus, if your ‘dwelling unit’ has three [3] bedrooms on plan; one bedroom for a single occupant and two bedrooms for two occupants – your limitation for a ‘single group’ will be five [5] persons.

‘short term basis’ refers to a period not exceeding 90 days

‘holiday purposes’ refers to an extended period of leisure and recreation, especially one spent away from home or in travelling.

1. Owner Details

*Registered Owner

Erf number and Close name

How many days in a year do
you reside at the above erf?

INITIAL _____

2. Contact Details

Mobile number

Email

Name of enterprise if
different from *registered
owner's name

3. Advertising Details – i.e. ALL websites or print publications, in which your 'dwelling unit' is accessed by potential clients for 'short term rental for holiday purposes'.

Advertising Details

4. Details of said 'dwelling unit'

a) Sleeping accommodation How many persons [maximum] can your 'dwelling unit' sleep?
[As per registered plans – number of bedrooms]

How many beds do you **advertise as per 3 above ?

**If this is different from your registered plans i.e. number of bedrooms.
What provision have you made for extra persons? Provide details

INITIAL _____

b) Food preparation How many kitchens in your 'dwelling unit'?

c] Bathrooms

How many bathrooms and toilets in your 'dwelling unit'?

5. Details of current 'rental period/s' of said 'dwelling unit'

Per annum

How many days is your 'dwelling unit' available for rental?

Most active periods

List your most active periods; for example: long weekends/school holidays etc...

6. What procedure do you follow to ensure that the persons in your 'dwelling unit' are provided with the relevant knowledge pertaining to our Estate Rules, Guidelines and Code of Conduct? [Please attach any documentation that you provide]

7. Details of your current employee that manages your 'dwelling unit' – if a person other than yourself has been given the responsibility to manage your 'short term rental for holiday purposes'

Employee full names

Resides at Erf number and
Close name

Mobile number

Email

INITIAL _____

Please read the following mindfully as they are pertinent to point 6 of this registration procedure.

2.3 Visitors to rented holiday accommodation are not allowed to bring any pets into the Estate.

4.1 Fire is a constant threat because of our Strand veldt vegetation, strong winds and hot summers. All residents, guests or visitors are to acquaint themselves with the Fire Management Plan as posted at the Gate House.

4.2 No open fires are allowed. Fires are only allowed in designated fireplaces and braai areas of residences. Loose standing fireplaces and fire pits are often a risk and the use of these is strongly discouraged during high windy periods and/or when fire risk information posted at the gate house prohibits fires, i.e. when the fire danger index is yellow, amber or red.

5.1.1 During hours of dark any resident, guest or visitor who wants to visit the beach or go for a walk outside this secure perimeter must first inform the security control room of the following:

- (a) Route out of and back into the estate.
- (b) The time leaving and returning.
- (c) The number of people.
- (d) The number of the property where you are staying.

5.5 All guests, visitors, deliveries and contractors who are entering the estate are to register at the gate and they will be issued with a Permit to be clearly displayed on the vehicle's windscreen at all times.

5.7 If a visitor, delivery or service provider arrives unexpectedly or unannounced, the resident will be called via our PBX system to confirm such a person. Unannounced persons will be denied access if a member cannot be contacted. It is the member's responsibility to ensure that the correct contact details for the owner or tenant or rental manager of the property are in fact listed with the guard house.

5.8 Visitors of guests in short-term rental accommodation will not be allowed unless authorised by the rental manager or owner of the property, as per 5.7 above.

5.13 Safety and security for property and persons is the sole responsibility of the homeowner, tenant, guest or visitor. All logical precautions must be taken to ensure a secure and safe environment. All incidents are to be reported to the Gate House and SAP investigation requested.

Rule 5.13 needs to be clearly understood by property owners. It may be prudent to ensure that you are in possession of a recognised form of identification for persons in your 'short term rental of dwelling unit for holiday purposes'.

9.2 Residents deeply appreciate the silence and tranquillity that Grotto Bay has on offer. You are required to keep noise levels and the volume of your music down to such levels that it does not offend your neighbours or other residents.

Lastly, we request that compliance with registration be completed by no later than the 9th of September 2022.

We the board thank you for adhering to 11.16 of our Estate Rules, Guidelines and Code of Conduct.

Signed on this _____ day of _____ At _____

REGISTERED OWNER'S NAME _____

SIGN _____