

FLEETWOOD ESTATE HOA

CONTRACTOR ACCESS FORM

INTRODUCTION

Fleetwood Home Owners Association has a responsibility to guard against claims, actions, liability, loss or suit arising from the actions or behaviour of contractors, workmen or any other person/s engaged by an owner.

The owner accepts full responsibility, and shall be held liable to the Home Owners Association (or an owner, as the case may be) for any loss or damage caused by him, her, his or her workmen, contractors or any other person/s to the common property or other sections or caused harm or loss to any person/s. This indemnifies the Home Owners Association of any such claims arising therefrom.

RESPONSIBILITIES

The owner must ensure the following:

- The indemnity is signed and made available to the security
- Any work done must be done with the minimum amount of discomfort, disturbance, obstruction and nuisance to other occupiers and must be concluded as expeditiously as possible, within the time frame specified, if any.
- Any rubble or other building material, tools or equipment shall be removed from the common property or any part of a section by the end of the same day.
- Water and/or electricity supply to the Home Owners Association may not be used without prior specific consent in writing to the Board of Directors, who may assess such costs of the usage of which such will be for the account of the owner.
- The main water or power supply to the Home Owners Association may not be disconnected.
- Any work to be done must be done between 08h00 – 17h00 on weekdays, or during the hours 08h00 – 13h00 on Saturdays. No contractor work is permitted on a Sunday or public holidays.
- In the event of an approval, or a permit or consent being required from any local or other authority for the alteration, improvement, fixture or addition or smaller item, such approval, permit or consent has been obtained by the owner before commencement of the alteration, improvement, installation of fixture, or addition.
- His or her workmen and contractors comply with the relevant provisions of the above.

Responsibility of the security guard:

- On entering the common property, the security guard will ensure that he has a signed copy of this form. The guard has been instructed to refuse entry to any contractor who has not completed all the fields of the form

NO FORM, NO CONTRACTOR ACCESS

INDEMNITY

TO BE SIGNED BY THE OWNER/ AUTHORISED REPRESENTATIVE OF THE UNIT

- I, the undersigned herewith indemnify the Home Owners Association of any loss or damage caused by him or her, his or her workmen, contractors or any other person/s to the common property or other sections or caused harm to any person/s and indemnifies the Home Owners Association against such loss, damage or claims arising therefrom.
- I fully understand and accept my responsibilities as detailed in the section above. I confirm that I'm liable for any cost incurred by the Home Owners Association due to my negligence to fulfil my responsibilities as outlined, in full.

Unit representative (Name) _____ Signature _____

Unit Number _____

TO BE SIGNED BY THE COMPANY REPRESENTATIVE

I herewith acknowledge that I have the authority to commit the company to this indemnity and the company complies with all legal, regulatory and statutory requirements

Company representative (Name) _____ Signature _____

Company name _____

FLEETWOOD ESTATE HOA

Contractor Name	
Type of business (Electrical, plumbing etc)	
Duration of contract (Hours/days)	

ONLY THE PERSONS LISTED ON THIS DOCUMENT ARE ALLOWED ON THE HOME OWNERS ASSOCIATION PROPERTY

NAME	ID NUMBER	CAPACITY

ONLY VEHICLES LISTED ON THIS DOCUMENT ARE ALLOWED ON THE HOME OWNERS ASSOCIATION PROPERTY

MAKE OF VEHICLE	COLOUR	REGISTRATION NUMBER

I, the undersigned confirm that the information provided above is complete and accurate.

Unit owner/representative

Name: _____ Signature: _____

Date: _____

Contractor representative

Name: _____ Signature: _____

Date: _____

Security (Complete on arrival and departure)

Time in _____ Time out _____