

APPENDIX 1

ESTATE AGENTS' REGISTRATION AND SALES OF PROPERTY

The following procedures apply to Estate Agents seeking registration to operate with Cedar Lakes Residential Estate.

- 1 Estate Agencies wishing to apply for registration to operate within Cedar Lakes Residential Estate are required to complete the application form and submit this to the CLHOA for consideration.
- 2 The Board of Directors will consider the application for approval and decide whether or not it will permit such registration. In the event that the request for registration is declined, no correspondence will be entered into nor explanations given by the Board of Directors for declining such application
- 3 The Board of Directors reserves the right to limit the number of registered Estate Agents operating within Cedar Lakes Residential Estate.
- 4 Approval will only be granted to Estate Agencies that have a valid Fidelity Fund Certificate as issued by the Estate Agency Affairs Board.
- 5 The Estate Agency seeking registration must complete the relevant documentation supplied by CLHOA and must nominate their Estate Agent(s) in writing by completing the relevant section of the Application for Approval Form.
- 6 The registered Estate Agency must supply the CLHOA Estate Management with the details in writing of properties on show no later than 12h00 on a Thursday preceding the Sunday show day and indicate details of house sitters which will be used, if applicable.
- 7 A maximum of 6 boards only will be permitted ("A" frame type - no spikes will be allowed). These may not be placed anywhere in any of the circles within the Estate. No more than 1 board may be displayed outside the show house. Depending on the neighbourhood in which the house on show is located, the remainder of the boards may be displayed along the route to such house.
- 8 Sign Boards may not be displayed before 11:30 in the morning and all sign boards must be removed by 18h00 on the day of the showing.
- 9 On days other than show days, the nominated Estate Agent must accompany any prospective buyer in and out of Cedar Lakes, and normal access control clearance procedures will be applied.
- 10 Access devices will only be issued to registered Estate Agents.
- 11 Should the agency wish to take advantage of the CLHOA marketing material, a registration fee will be required per annum, per Estate Agency, and is required to be paid to CLHOA in advance before any business may commence. This fee is as per section 18 of the Estate Rules. The fee may be paid over 3 months by the Estate Agent and will attract an additional R300 fee. The three payments must be made upfront. The annual period runs from 1 April to 31 March each year.

- 12 For Agencies who register later in the year, the registration fee will be apportioned to the time remaining in the year. The pro rata registration fee must be paid upfront before any business may commence.
- 13 Payment must be made within 30 days of invoice date.
- 14 The CLHOA Estate Management will provide a map indicating the position of the property for sale, which will be handed out at the gate to prospective buyers on entry to the Estate. No “view by appointment” listings will be included in the show packs.
- 15 Non-registered Estate Agencies or private Owners may not form part of the weekly maps and hand-outs which are issued at the gate on entry to prospective buyers, unless they have paid a temporary registration fee before 12h00 on the Wednesday preceding the Sunday show day. The temporary registration fee will be R1 500.00 (one thousand five hundred rand) per show day for Estate Agencies and R250 for Owners who are selling privately. The accumulation of temporary registration fees paid will not under any circumstances entitle the non-registered Estate Agency concerned to become a registered Estate Agency. Registration will only be considered if ALL the procedures and requirements for the completion of forms, etc. are complied with.
- 16 Only currently registered Estate Agencies who are appropriately registered in terms of paragraph 5 of this Appendix, may operate in Cedar Lakes under these procedures.
- 17 The CLHOA reserves the right to withdraw, cancel or not to grant the registration of an Estate Agency or any individual agent or representative of that Agency, at the discretion of the Board of Directors. This may result from a contravention(s) of the Estate Rules, or for any other reason the Board of Directors believes serious enough to warrant cancellation. Should such a withdrawal occur, the CLHOA will be under no obligation to refund any part of the registration fee paid, and no correspondence will be entered into. Furthermore, the Estate Agent will be asked to leave the estate with immediate effect.
- 18 No directional pointer boards are allowed to be placed in the Estate or anywhere leading into the Estate. These will be removed and confiscated by Security and the registered Estate Agent may be liable to pay a penalty.
- 19 Non-registered Estate Agencies may not enjoy the privileges under these procedures. No “for sale” or “sold” boards will be permitted nor will they be included in show day hand out maps. Their prospective buyers will not be assisted with access by security.
- 20 Entry into the Estate will only be through the Broadacres / Alpha Gate.
- 21 The Agency must ensure that all visitors sign a register when viewing a property. A copy of this register must be sent to the CLHOA every Tuesday by 12h00.
- 22 This full procedure must be read and complied with in conjunction with the Estate Rules which can be obtained from the Cedar Lakes Homeowner Association Management offices.
- 23 The Cedar Lakes Homeowners Association Directors or Management may change these rules from time to time in terms of their powers which the homeowners mandated them to carry out as per the Memorandum of Incorporation.

- 24 Failure on the part of the approved Estate Agents not to meet the 12h00 deadline in paragraph 6 above and 27 below will result in them being treated as non-registered Estate Agents.
- 25 The Cedar Lakes Homeowners Association Management office hours are as follows: Monday to Friday 07h30 to 16h30 (Excluding Public Holidays and Weekends)
- 26 None of the Cedar Lakes Homeowners Association management or staff will be available after normal working hours.
- 27 In order to make use of the CLHOA facilities for marketing properties privately, Owners must comply with the preceding clauses above: 6, 7, 8 and 18 through to 26.
- 28 In addition, Owners will be required to pay a weekly approval fee per the Schedule of Fees for every week that they wish to make use of CLHOA facilities for marketing their properties.
- 29 The conduct of tenants placed and/or managed by Agents are the ultimate responsibility of the Owner. However, the CLHOA shall require managing agents to assist Owners, particularly in the case of absentee or remotely located Owners in enforcing tenant compliance with Estate Rules.
- 30 Estate Agents managing properties within the Estate on behalf of Owners, or Owners renting out their own properties, shall be required to register such activity with the CLHOA.
- 31 Tenants and Owners shall be required to sign an acceptance of the Estate Rules prior to any access devices being issued to them.
- 32 It is the obligation of the Estate Agent (or the Owner in the case of private sales) to provide the prospective purchaser with a copy of the MOI and Estate Rules and obtain an acceptance signature from that purchaser. The CLHOA shall not provide a clearance certificate until such acceptance is received.