

PALINGGAT OORD	DOC No	POL-013
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HOLIDAY LETTING POLICY		

1. Letting done through the office

1.1 Holiday accommodation information sheet

Holiday tenants will be required to complete the prescribed Palinggat Resort information sheet (supplied when an enquiry is made). The holiday tenant will be supplied with a copy of the conduct rules and must sign for receipt thereof before the booking is concluded.

1.2 Keys

It is the responsibility of the Palinggat Resort owners to ensure that a complete set of keys, with a remote control for the entrance gate, be filed at the office, specifically for vacation rental. These keys are in addition to the extra set of keys held at all times at the office. No telephone numbers of holiday tenants are programmed on the gate phone system. No keys will be handed out unless the office is in possession of the information sheet and signed Conduct Rules. Keys will not be handed out after hours unless prior arrangements have been confirmed with the office.

1.3 General

- No pets are allowed without prior written approval of the Oord Manager.
- Only three vehicles per unit are allowed. Vehicles are to be parked at unit where space allows or at designated parking areas. Vehicles are not to protrude into the roadway

1.4 Cleaning units

Owners are responsible for the cleaning of their units and should therefore arrange with local cleaning services for this purpose. It is not the responsibility of the office to manage domestic workers on behalf of owners.

1.5 Management Fee

A management fee of 10% of the rental will be deducted

2. Letting not done by Owner or Agent

The points below are applicable when rental is handled by owner or through any agent

2.1 Holiday accommodation information

It is the owner's responsibility to provide holiday tenants or agent with a copy of the conduct rules before concluding a booking.

2.2 Keys

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Should an owner who lets their unit for holiday accommodation not be present to open for the holiday tenant on their arrival he/she must ensure that a complete set of keys, with a remote control for the entrance gate, be filed at the office, for the tenant. These keys are in addition to the extra set of keys held at all times at the office. No telephone numbers of holiday tenants are programmed on the gate phone system.

Keys will not be handed out after hours unless prior arrangements have been confirmed with the office.

If owners do not arrange beforehand with the office regarding holiday rental, or, if the Manager is not aware of any such rental and then have to hand out any keys after hours, an administration fee of R500 will be added to the owner's levy account.

2.3 General

- No pets are allowed without prior written approval of the Oord Manager.
- Only three vehicles per unit are allowed. Vehicles are to be parked at unit where space allows or at designated parking areas. Vehicles are not to protrude into the roadway

2.4 Cleaning units

Owners are responsible for the cleaning of their units and should therefore arrange with local cleaning services for this purpose. It is not the responsibility of the office to manage domestic workers on behalf of owners.

REV N°.	STATUS / CHANGE	DATE
1	Policy now split into two sections,namely : 1. Letting done through the office, 2. Letting not done by Owner or Agent	27/09/21