



THORNHILL ESTATE  
DOCUMENT CONTROL SYSTEM

ADD:007:D

**ADDENDUM 7:  
TENANTS SECURITY ACCESS  
REGISTRATION FORM**

Original Issue 'A'	Name	Signature	Date
Prepared by:	Gov Committee	<i>ORIGINAL</i>	
Recommended by Sub Committee:			
Authorised for issue by THOA Chairman:	A Bartram	<i>Signed by A. Bartram</i>	03/12/2010

REV	DESCRIPTION	DATE	CONTENT APPROVED	AUTHORISED
B	Updated in accordance with the 2011 THOA Constitution	06/01/2012	Trustees Mtg 08-05-2012	I. Boxall 26-03-2013
C	General Revision and update	07/07/2015	THOA Board 21/07/2015	S Burrow 21/07/2015
D	Additional fields and admin items added	15/01/2016	THOA Board 26/01/2016	S Burrow 27/02/2016

# Thornhill Homeowners Association

9 Namur Avenue, Thornhill Estate, Modderfontein. 1644

Tel: 011 608 0835 Fax: 011 608 2832 Email: [admin@thoa.co.za](mailto:admin@thoa.co.za) Web: [www.thoa.co.za](http://www.thoa.co.za)



## TENANTS SECURITY REGISTRATION FORM

### THE PROPERTY

Erf /Stand Number: .....

Address: .....

Agent / Owner: ..... On Behalf of Owner: .....

Agent Contact Details: .....

Duration of Lease: .....

### TENANT

Surname: ..... First Names: .....

ID Number: .....

### **CONTACT DETAILS:**

Home Tel No.: ..... e-mail Address: .....

Mobile No: ..... Business Tel. No: .....

### TENANTS SPOUSE / PARTNER / NEXT OF KIN – IN CASE OF EMERGENCY

Surname: ..... First Names: .....

ID Number: ..... Relationship: .....

### **CONTACT DETAILS:**

Mobile No.: ..... e-mail Address: .....

### ACCESS CONTROL

The owner of the property above hereby requests the THOA authorise the registration and provision of security access to the following regular visitors, residents, and staff working or living on the property of the Homeowner.

1. Full Name: .....  Domestic  Gardener  Regular Visitor

ID No: ..... Contact Tel: .....

2. Full Name: .....  Domestic  Gardener  Regular Visitor

ID No: ..... Contact Tel: .....

3. **Full Name:** .....  Domestic  Gardener  Regular Visitor  
 ID No: ..... Contact Tel: .....
4. **Full Name:** .....  Domestic  Gardener  Regular Visitor  
 ID No: ..... Contact Tel: .....
5. **Full Name:** .....  Domestic  Gardener  Regular Visitor  
 ID No: ..... Contact Tel: .....
6. **Full Name:** .....  Domestic  Gardener  Regular Visitor  
 ID No: ..... Contact Tel: .....

**TENANT'S UNDERTAKING**

By signature hereon the **TENANT** acknowledges that:

1. The information provided in this document and any other information given is factual and to the best of his/her knowledge is correct.
2. He/She has received a copy of the THOA Code of Conduct, Rules and Regulations and agrees to be bound by them, and failure to adhere to the rules may lead to penalties being imposed.
3. He/She will endeavour to take full responsibility for all of the above regular visitors, employees and/or other residing family of visitors.

Signed by Tenant: .....

Date of Signature: .....

**THOA OFFICE USE ONLY**

Mailchimp	Database	Access	