



## **ESTATE AGENT ACCREDITATION POLICY**

### **RIETVLEI RIDGE HOMEOWNERS ASSOCIATION**

**("The Association")**

#### **1. PRE-AMBLE**

Residents choose to reside in **RIETVLEI RIDGE** due to its peaceful and secure surroundings. It is therefore the duty of the Board of Directors to ensure that residents' privacy is protected.

It is however, also the right of each owner/member to dispose of his/her property in RIETVLEI RIDGE in accordance with this Accreditation Policy and/or Conduct Rules of the Homeowners Association as stipulated in clause 7 and the Board of Directors must ensure that such rights can be executed with as little as possible disturbance to other owners/members.

This policy is formulated to curtail any disturbances and to comply with the Statutes of RIETVLEI RIDGE Homeowners Association. Once accepted as policy, agreements would be concluded with each individual Estate Agency to ensure compliance with these conditions. The Estate Rules of RIETVLEI RIDGE Homeowners Association will thereafter be brought in line with this policy and agreement.

#### **2. PERMISSIBLE TRANSACTIONS**

A property transaction in RIETVLEI RIDGE be it the sale, purchase or letting of a property, may only be executed by:

- an Accredited Estate Agent or,
- the owner of the property and/or its legal representative subject to the abovementioned Estate Rules and/or this Accreditation policy.

#### **3. ESTATE AGENT TRANSACTION**

##### Accreditation

All Estate Agencies and Agents who are employed to conclude property transactions in the RIETVLEI RIDGE shall obtain prior accreditation from the RIETVLEI RIDGE Homeowners Association. Such accreditation shall include the signing of an agreement with the RIETVLEI RIDGE Homeowners Association. An Estate Agent applying for accreditation shall provide the RIETVLEI RIDGE Homeowners Association with proof of registration with the Estate Agency Affairs Board or any other statutory or mandatory authority including proof of a fidelity fund certificate, prior to signing of an agreement. Estate Agencies must have been in the business of concluding property transactions for a minimum of

5 (five) years. Candidate agents must operate as per the rules and regulations of the Estate Agency Affairs board.

#### Number of Accredited Estate Agencies

The number of accredited estate agencies will not be limited.

#### Accreditation Duration

The accreditation agreements with estate agencies will be valid for a period of 12 (twelve) months, expiring end of February each year and shall be renewable annually, by written application in the prescribed manner by the Agent concerned. Any accreditation granted at any other time would be for such portion of that year as remains and that agreement shall expire end of February each year.

#### Accreditation Adjudication

The RIETVLEI RIDGE Homeowners Association reserves the right to approve and/or not to approve an application for accreditation. The non-approval of an application can inter alia be a result of non-compliance with the accreditation criteria, previous continuous breach of the agreement and/or any other related matter.

### **4. RIETVLEI RIDGE HOA COMMITMENTS**

RIETVLEI RIDGE Homeowners Association commits itself to take reasonable steps to provide the following service to accredited estate agents:

The provision of all RIETVLEI RIDGE Homeowners Association's required forms for the conclusion of a property transaction upon request;

The provision of stand/street maps;

Assurance that the RIETVLEI RIDGE Homeowners Association and managing agent will endeavour to issue clearance certificates within 10 (ten) working days, provided information / documents and payments are up to date and on hand;

Ensure that individual homeowners selling their own property adhere to all applicable rules as stipulated in the Conduct Rules for Estate Agents

Make available a list of all the accredited agents on an official list as indicated below.

<b>AGENCY</b>	<b>AGENT</b>	<b>CONTACT NUMBER</b>
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4.1 The listing order would be determined according to the accreditation date of Agencies as printed in the RIETVLEI RIDGE Newsletter.

4.2 The list must be available at every gate and be presented on request to potential buyers.

Make available at no cost to estate agencies in a single document in the form of an addendum all procedures, rules and regulations applicable to buyers, sellers and tenants to be included in sale- and lease agreements;

Subject to the conditions of clause 5 supply estate agencies with two access devices at the applicable fee at that time;

The access devices will expire at the end of February every year and will be re-activated until the next end of February once the renewed fidelity Certification have been received;

Ensure that all accredited agencies and agents are treated on an equal basis for all purposes.

## **5. ESTATE AGENTS CONDITIONS**

By signing the accreditation agreement, estate agencies accept the following conditions:

The RIETVLEI RIDGE Homeowners Association's Memorandum of Incorporation, Building Guidelines and Conduct Rules, Brookedale, Lake Stead and Waterfall Body Corporate Conduct Rules will be adhered to;

Inclusion of all procedures, rules and regulations in sale- and lease agreements as stipulated in clause 4;

Specific attention will be paid by estate agents in respect of the access control policy of RIETVLEI RIDGE Homeowners Association and due notification will be given to RIETVLEI RIDGE Homeowners Association of property transactions, including, without limitation thereto, the letting of property;

All estate agents shall apply individually for access to RIETVLEI RIDGE in terms of the RIETVLEI RIDGE Homeowners Association access control policy and shall adhere to such policy at all times. Access disks are not transferable, if breached access will be denied. RIETVLEI RIDGE must be notified immediately of any loss of disks and of estate agents leaving the employment of the Agency.

## **6. ADVERTISEMENTS / SIGNBOARDS**

Estate agencies will be required to adhere to all conditions relating to the erection of advertisements/signboards, which will be embodied in detail in the agreement, and will, inter alia, include the following:

No electronic and/or written and/or other advertisement/signboard may claim to represent the RIETVLEI RIDGE Homeowners Association and/or ignore and/or attach their interpretation of the RIETVLEI RIDGE Homeowners Association's Conduct Rules.

Ignorance of the by-laws/rules of the Tshwane Town Council in respect of signboards on public roads be it within RIETVLEI RIDGE or outside will jeopardise the existence of the agreement. Copies of such by-laws/rules can be obtained from the Tshwane Town Council.

No door-to-door canvassing, advertisements, flyers, or similar material for property transactions may be delivered to properties within RIETVLEI RIDGE.

Door-to-door canvassing for property transactions is not permitted and estate agents may only operate on a "by appointment" basis.

## **7. BREACH OF CONDITIONS**

Provision will be made in the agreement that RIETVLEI RIDGE Homeowners Association will reserve its rights to take steps against any accredited estate agent that breaches any condition of the contract,

this policy, the estate rules, or any other directive, rule, or law applicable to such estate agent or such transaction. It is therefore accepted that should any accredited estate agent breach a condition of the contract, such agent/agency may after consultation with the Agents Committee:

Have their accreditation summarily cancelled and/or not renewed;

**8. AMENDMENT**

The Directors of RIETVLEI RIDGE Homeowners Association shall be entitled to vary this policy or any agreement concluded hereunder after consultation with the Agents Committee.

**9. PRINCIPLE**

It is an underlying principle of this policy that there may not be discrimination against estate agencies as service providers to the extent that limiting procedures, rules, and regulations must be equally applicable to all other service providers with reference to their applicable policies regarding the rendering of services (with specific reference to advertising) in RIETVLEI RIDGE.

**SIGNED at ..... on this ..... day of..... 20..... in the**

**Presence of the undersigned witnesses.**

**AS WITNESSES:**

1. ....

2. ....

.....

**BUYER /OWNER**



**RIETVLEI RIDGE HOMEOWNERS ASSOCIATION**

**APPLICATION FOR ACCREDITATION BY AN ESTATE AGENT**

**1. Estate Agency**

Estate agency name .....

Company/CC etc Registration number.....

Date agency was established.....

Date registered with the Estate Agency Affairs Board.....

Branch of agency applying.....

Telephone number..... Cell phone number .....

Name of manager for agency's office/branch.....

E-mail address.....

**2. Estate Agent**

2.1 Agent applying for.....

2.2 If candidate agent, who will assist the candidate.....

2.3 ID number.....

2.4 Date employed.....

2.5 Date registered with the Estate Agency Affairs Board.....

2.6 Telephone number of agent.....

2.7 e-mail address of agent.....

2.8 Short description of experience in industry and specifically in the RIETVLEI RIDGE Area.....

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**3. Notes:**

3.1 Copies of the following must accompany the application:

- 3.1.1 Certificate to commence business of the Company/Close Corporation.
- 3.1.2 Company’s Estate Agency Affairs Board registration certificate.
- 3.1.3 Agent’s Estate Agency Affairs Board registration certificate.
- 3.1.4 Agent’s ID document.

3.2 This application must be completed by and for each estate agent to work in RIETVLEI RIDGE.

We, the undersigned, herewith confirm that we have received, read, understand, and will follow the Rietvlei Ridge Homeowners Association Rules and Guidelines. Brookedale, Lake Stead and Waterfall Body Corporates Registered Conduct Rules will be adhered to.

**ESTATE AGENT ACCREDITATION POLICY for RIETVLEI RIDGE.**

Signed at..... on ..... day of ..... 2021.

(On behalf of agency, duly authorized)

..... Date.....

**Applying Agent**

**RIETVLEI RIDGE HOMEOWNERS ASSOCIATION**

This application is approved on the following conditions:

.....  
.....

..... Date.....

**(On behalf of RIETVLEI RIDGE, duly authorized)**

This application is not approved.

..... Date.....

**(On behalf of RIETVLEI RIDGE, duly authorized)**