

## **CP RULES: SCHEDULE 1**

### **ESTATE AGENTS**

#### **1. CONDUCT RULES FOR ESTATE AGENTS**

- 1.1. Estate agents must ensure that only appropriately registered and certified estate agents are permitted to sell or lease properties on behalf of the owners.
- 1.2. No agent may commence with the execution of his mandate until after receipt of:
  - 1.2.1. a letter of accreditation for the agency concerned from the Managing Agent;
  - 1.2.2. a signed mandate from the owner;
  - 1.2.3. written approval of each such mandate by the Managing Agent, which approval shall not be unreasonably withheld.
- 1.3. Every estate agent shall at all times, whilst within the complex, have available his letter of accreditation, mandate and the written approval of his mandate by the Association, and shall produce same for inspection at the request of a Director, the managing agent or the estate manager.
- 1.4. The agent shall provide any buyer or tenant with a copy of the Community Participation Rules of the Association and any other rules applicable within the complex.
- 1.5. Agents may only operate on a "by appointment" basis and shall personally accompany a prospective buyer or tenant to the unit.
- 1.6. Only accredited Agents shall erect or display any "For Sale" or "Show house" or "To Let" or similar signage boards within the complex.
- 1.7. Estate agents may not allow tenants to use or lease houses contrary to the Community Participation Rules.
- 1.8. Estate agents must pay strict attention to the security of Club Milos during show days, auctions and appointments. The estate agent must be at the gated entrance to Club Milos and escort every prospective purchasers/tenants to the house in question. They must also escort said individuals off the property / estate after completing the viewing.
- 1.9. Under no circumstances may prospective tenants or purchasers be given keys, access cards or allowed to inspect the property unaccompanied.
- 1.10. Estate agents must ensure that prospective purchasers/tenants do not wander the property unsupervised.

- 1.11. Estate agents must arrange all auctions, show days and appointments with the managing agent.
- 1.12. Estate agents must, at all times, have copies of the community participation rules available for inspection and must attach those rules to any offer to purchase or offer to lease.
- 1.13. Estate agents must ensure that the clauses referred to in clause 3 of the Community Participation Rules are included in any offer to purchase or offer to lease.
- 1.14. Once an offer to purchase or offer to lease has been signed, copies thereof together with the copies of the signed community participation rules by the prospective purchaser/tenant must be forwarded to the managing agent, for approval by the Association.
- 1.15. Estate agents must advise the managing agent in writing, of any possible breach of security including lost keys or security access cards.

## **2. PROCEDURE FOR ACCREDITATION OF ESTATE AGENTS**

- 2.1. Step 1: Contact managing agent.
- 2.2. Step 2: Obtain, complete and return Schedule 1 to Community Participation Rules.
- 2.3. Step 3: Read and sign the Community Participation Rules.
- 2.4. Step 4: On receipt of your signed Schedule 1, if approved by the Board, the managing agent will issue an accreditation letter.
- 2.5. Letters of accreditation shall expire after two years from date of signature, but may also be revoked at any time by the Association.

## **3. PROCEDURE TO SHOW HOUSES AT MILOS**

- 3.1. Community Participation Rules, Code of Conduct and access rules must be strictly complied with.
  - 3.2. Managing agent must be notified in writing of intention to hold a show house or of an appointment, no less than 2 days before the appointment.
  - 3.3. Agents must accompany prospective purchase / tenants to and from the guard house.
  - 3.4. Access to Club Milos may only be obtained by the guard house phoning the owner, who will then remotely open the gate.
  - 3.5. Agents are required to keep a register of all persons who access Club Milos and/or visit the house.
4. Any breach of these rules will result in the estate agent being asked to leave the property and may result in the estate agent's accreditation and authority being withdrawn.

5. It is the owner's responsibility to ensure all of the above rules and procedures are drawn to the attention of agents and adhered to.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**ESTATE AGENT SIGNATURE:** \_\_\_\_\_

**ESTATE AGENT NAME:** \_\_\_\_\_

**ESTATE AGENCY:** \_\_\_\_\_

**ESTATE AGENT REGISTRATION NO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NO:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**CELL NO:** \_\_\_\_\_