

# Lucretia Court: Owner, Resident and Domestic Helper Application for Access to the Complex

**This form to be completed and submitted at least 24 hours before access is required to the complex**

**Unit Number:** \_\_\_\_\_

## Applicant

Name:

\_\_\_\_\_

Ownership Status (Owner/Tenant):

\_\_\_\_\_

Email:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

Green Tag Numbers

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Access 2:

Vehicle Registration Number:

\_\_\_\_\_

Cellular Number (To be used for access):

\_\_\_\_\_

Access Number: Name and Surname:

\_\_\_\_\_

## Access 3:

Vehicle Registration Number:

\_\_\_\_\_

Cellular Number (To be used for access):

\_\_\_\_\_

Name and Surname:

\_\_\_\_\_

## Additional Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Access 1:

Vehicle Registration Number:

\_\_\_\_\_

Cellular Number to be used for access):

\_\_\_\_\_

Name and Surname:

\_\_\_\_\_

## Domestic Helper

Cellular Number:

\_\_\_\_\_

Name and Surname:

\_\_\_\_\_

Work Days and times:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Important Notice:

- This form is only for the domestic helper and tenants of the unit.
- It is your responsibility to ensure that all details remain up to date and valid, this include when moving out of the complex.
- To update this information please fill out a new form and email to; [admin@lucretiacourt.co.za](mailto:admin@lucretiacourt.co.za) and [jp.ellis@outlook.com](mailto:jp.ellis@outlook.com).
- All workers must be registered.
- Domestic helpers access (by means of their cellular phones dialling the gate) times is determined on the days and times you allow access. Changes can be made with prior arrangement with a trustee.
- This form is not for contractors and visitors (make use of the "Contractor or Temporary Application for Access Form").
- This information is strictly confidential and will not be sold / shared with any third-party.
- In the event a tenant moves from Lucretia court the information will be removed and all information will be discontinued.

### **As a resident in Lucretia Court the following is declared:**

- Never borrow a security access method to any person.
- Ensure that the gate is closed before leaving the gate.
- No fast food deliveries are allowed in the complex, it must be collected from the gate.
- Speed limit in the Complex is 10Km/h.

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**Signature of Applicant**

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**Date**