



PROCEDURE: Moving in and out of Mooikloof Ridge Estate.

1. Moving into Estate

All new residents **must** be accompanied by Owners or Estate Agents to the Estate Office **before they move into the Estate**.

New residents must register with the Estate Office and the following documents will be required at registration:

1.1 **Proof of Residence** (e.g.: Contract, Levy Statement or Electricity Account).

1.2 **Positive Identification** (Original ID Book or Passport).

1.3 **Vehicle Registration Papers**.

1.4 **Annexure A** (Resident Details Form): To be completed by new residents and handed in.

1.5 **Annexure B** (Moving in Form): All three sections to be completed by new residents and signed by the Estate Manager:

Office Copy: to be handed in at Estate Office, **Security Copy**: to be handed in at the Estate Main Gate, **Resident Copy**: to be kept by the new Resident and produced at the main Gate on the day the new resident moves into the Estate.

NOTE: Entry to the Estate will not be granted without **Annexure B**.

Access tags for the Estate Main Gate can be obtained at the Estate Office. Only one tag per person is allowed.

Additional tags can be obtained for people living in the unit.

The same documents will be required in order to successfully obtain tags (1.1 - 1.5).

New Residents will be allowed to move in only once all the above-mentioned conditions have been complied with.

2. Moving out of Estate

Residents moving out of the Estate must hand in all tags issued to them at the Estate Office **before they move out** in order to be de-registered from the Security System.

Upon de-registration residents moving out will be handed a form (**Annexure C**: moving out Form).

Annexure C consists of three sections namely: Office Copy, Security Copy & Resident Copy.

All three sections must be completed by the resident moving out and signed by the Estate Manager.

The Security Copy must be handed in at the Main Gate and the Resident Copy needs to be produced at the main gate on the day the resident moves out of the Estate.

NOTE: Exit out of the Estate will not be granted without **Annexure C**.

Annexure A, B and C can be obtained from the Estate Website: www.mooikloofridge.com -> Estate Documents.

3. Allowed time frame for moving into or out of Estate

MONDAY- FRIDAY: 09h00 - 17h00.

SATURDAY: 09h00 - 13h00.

SUNDAY: Only on arrangements with the Estate Manager.