Caledon Estate
Lee Barns Boulevard Ballito

PO Box 55
Zimbali 4418

Estate Manager Cell: 067 126 8695
Email: manager@caledonestate.co.za
Managing Agent: info@inspiredmanagement.co.za
Caledon Trustees: trustees@caledonestate.co.za

ACCESS CONTROL AND SECURITY AND CENSUS

CALEDON ESTATE SECURITY CENSUS

We would appreciate it if all residents could provide us with the information below. We need this information and appreciate your cooperation, this so that we can update the information on our systems and by adding additional valuable info for the security staff.

ADDRESS:

Owner ☐ Tenant ☐ If a tenant lease dates must be provided.....

Number of Adults: .....

Full Name & ID nr: 1. .....

Car Make, Model & Registration: .....

Full Name & ID nr: 2. .....

Car Make, Model & Registration: .....

Full Name & ID nr: 3. .....

Car Make, Model & Registration: .....

Full Name & ID nr: 4. .....

Car Make, Model & Registration: .....

Number of children: .....

Number of Pets & Breed: .....

You may provide a picture for the database so if they are missing we can return them to owners, send images to manager@caledonestate.co.za

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ACCESS CONTROL

Forms that need to be filled in are **Access control, Census form and Conduct rules signed.**

FACIAL RECOGNITION FOR DOMESTIC / CONTRACTOR

- For residents at Caledon Estate Cost R100.00
- Please provide copy of ID
- Payment must be made prior to cards or biometrics done:

BHOA FNB

Acc: 63018866096

Branch Code: 250655

Ref: House nr and road+ Access *example: 3Buntyaccess*

RESIDENT DETAILS

Name:.....ID Number .....

Address in Estate: .....

Date of entry: .....

Checklist

- Signed Acknowledgement of Conduct Rules – only this page needs to be signed – not all the conduct rule docs
- Copy of ID
- Access Form filled out one per person
- Proof of Payment R100.00 per person
- Census Form
- Pet Application form to be filled in or signed even if there are no pets. – pls note these requirements on the form
- My Estate Life App docs are included for the new resident – do not need to be signed
- Notify Estate Manager of date when moving in
- Security:
    1. Ensure that should you give a staff member item/s, the removal of the goods must be authorised by means of a Permission Slip. If there is no Permission slip the goods will be stored in the Estate Manager's office until the slip is produced.
    2. Ensure that all visitors entering the estate have a valid access code from the resident that they are visiting as well as a valid driver's license.
    3. NO Code means NO Entry. This rule will be strictly adhered to and is applicable to all homeowners, residents, visitors and contractors.
    4. In the case of a contractor requiring multiple entries and exits for one day the 'One Day 24-hour' code must be Issued. The 'Multi Day' code can also be used for contractors' working on site for 2 to 5 days.
    5. If contractors are requiring more than 3 days access for long term projects they will need to see the Estate Manage for facial recognition access for each member of the contractors team.
    6. No packages for residents will be accepted by the guards for keeping in the Gatehouse on a resident's behalf.