



Mariners Village
Home Owners Association (HOA)
140 Church Street, Westcliff, Hermanus

info@marinersvillage.co.za

APPLICATION FOR PROJECT COMPLETION AND ACCEPTANCE CERTIFICATE (FORM BG)

Homeowner's Name: _____ Surname: _____

Street Name & No.: _____ Erf No: _____

Building Completion Date: _____

My Building Contractor was: _____

I, the abovenamed homeowner, hereby apply for a final inspection and acceptance by the Complex Manager or his delegate of my building project on the above-mentioned erf that is now complete and ready for occupation. I believe that I have complied with all the prerequisites to do so as spelled out in the "Owners and Contractors Building Code of Conduct Agreement" and that the building site has now been properly disestablished as prescribed in sub-clause 8.3 thereof.

I understand and accept that should the HOA not approve this application, I will be obliged to attend to and rectify any shortcomings and submit a new application (unless stated otherwise below by HOA) for review and approval by the HOA before I may in any way commence with any building activities.

Important: This Certificate must be submitted with the Owner's application to the Local Authority for the issuing of a final Home Occupations Certificate.

Please Note:

In the "**Declaration by Owner**" column in the table below, the Homeowner must indicate whether the matter addressed is:

Complied With: ✓ ; Not Complied With ; ✗ or Not Applicable N/A

Item no:	Preconditions for the approval to this Application for a Project Completion and Building Acceptance Certificate from the Mariners Village HOA	Declaration by Owner	For Office Use Only	
			Accepted	
			Yes	No
1.	The building has been completed as per the approved plans and specifications			
2.	The building's paint colour is one of those approved by the HOA			
3.	All boundary walls have been erected according to plan and are finished off to match the main building (e.g. plaster and paint colour)			
4.	The court yard is property closed off by appropriate gates			
5.	Washing lines are installed and they are not visible from the Complex's roads or neighbouring erven			
6.	A house refuse/waste bin of the standard size has been procured and placed in the court yard			
7.	The building site has been cleaned properly and all building rubble/waste removed			
8.	All the contractor's building tools/equipment, including his shed, chemical toilet and skip, have been removed from site			
9.	All building materials not used have been removed from site (e.g. sand, bricks, stones, etc.)			
10.	All necessary utility certificates have been obtained and copies thereof are attached to this application: <ul style="list-style-type: none"> • Electrical • Plumbing • Gas (if applicable) • Other (please provide details) 			
11.	Any external air-conditioning units installed are place so that they are not visible from the roads or neighbouring sites (i.e. they are hidden from sight by the boundary walls)			
12.	The front garden is clear from all rubble and/or weeds and landscaping has been done or will be commenced and completed in accordance with the Complex's rules within the next two months.			
13.	Builder made sure that all (if any) Complex security cards issued to his employees have been returned to the Complex's security department			
14.	Water tanks have been prior approved and is not visible from the roads or neighbouring sites.			
15.	The house's street number, of the approved size, has been fitted			
16.	The Contractor's name board has been removed from site			

Signed by the Owner: _____ Date: _____

Complex Manager’s Comments/Notes:

Dear Homeowner,

Your application for a project completion and acceptance certificate from the HOA can’t be approved due to the shortcomings indicated above

Your application for a project completion and acceptance certificate is conditionally approved, provided you rectify the shortcomings marked with a **PR** (i.e. **“Please Rectify”**) in the margin above are satisfactorily rectified within 5 days from the date hereof.

Your application for a project completion and acceptance certificate from the HOA is hereby approved.

Please note that this document merely indicates that the building project, as inspected by the Complex Manager or his delegate at the date hereof, complies with the basic minimum requirements of the HOA’s regulatory documents. It is not a certificate that can be used by the owner’s builders/contractors to exonerate them from any possible claims that the owner may have against them in respect of current or future technical/quality or any other type of shortcomings with the building. Nor is it meant to be a guarantee that the Local Authority will issue the required Home Occupation Certificate.

Signed by the Complex Manager or his delegate:

Name: _____ Signature: _____ Date: _____