



Additions Application Form

PLEASE COMPLETE AND RETURN THE FORM TO MANAGING AGENT PORTFOLIO MANAGER OR THEIR ASSISTANT

Please refer to the Bush Willow Conducts rules Section 24 – Alterations and Additions to Common Property prior to submitting the application. All installations **MUST** be done in strict compliance with the approved standards.

Bush Willow Unit No: _____

Name and Surname: _____

Email Address: _____ Contact Number: _____

I hereby apply to install the following item/s:

1. Alternative Power Source	<input type="checkbox"/>	2. Gas Installation	<input type="checkbox"/>
3. Patio Enclosure	<input type="checkbox"/>	4. Gutters and drainpipes	<input type="checkbox"/>
5. Awning	<input type="checkbox"/>	6. Water Storage Tank	<input type="checkbox"/>
7. Security Gate	<input type="checkbox"/>	8. Burglar Bars	<input type="checkbox"/>
9. Airconditioning Unit	<input type="checkbox"/>	10. Braai Area	<input type="checkbox"/>
11. DSTV Dish	<input type="checkbox"/>	12. Splash Pool, Jacuzzis & Permanent water features	<input type="checkbox"/>
13. Wooden deck in garden area	<input type="checkbox"/>	14. Indoor Fireplace	<input type="checkbox"/>
15. Sliding door replacement	<input type="checkbox"/>	16. Window replacement	<input type="checkbox"/>
17. Other	<input type="checkbox"/>		

Please provide a detailed description of the alterations / improvements:



Detailed Sketch of the proposed alteration (photographs may also be included)

Document Checklist

1. Schematic Plans (where applicable)	<input type="checkbox"/>	2. Municipal Authorisation (where applicable)	<input type="checkbox"/>
3. Installers Accreditation (required for solar, gas and water storage connect to house plumbing)	<input type="checkbox"/>	4. COC submitted on completion of alteration / improvement	<input type="checkbox"/>



Notes

1. A written approval is required from the Trustees prior to the commencement of any alteration or improvement.
2. Please refer to Section 24, Alteration and Additions to Common Property of the Bush Willow Conduct Rules for the specifications and regulations pertaining to each of the additions.
3. All improvements must be done by a reputable establishment, having the correct qualification to carry out the alteration / improvement.
4. Any damages or consequential damages to the common or private property as a direct or indirect result of the improvements will be repaired and the costs thereof will be for the owner's account. These costs will be debited to the owner's levy account.
5. The Body Corporate accepts no responsibility whatsoever for any damages, losses, maintenance or for any other event to the installation/improvements, because of malicious damages or natural disasters or any other cause whatsoever. No claims can be instituted against the insurance policy of the Body Corporate whatsoever.
6. The Trustees reserve the right to inspect any improvements/alterations done to the common property or to sections and order any alterations/repairs/removal to the alterations/additions as they deem fit. The costs thereof will be for the owner's account.
7. Any additions/alterations are not covered by the standard buildings combined insurance policy and must be added by the owner, the additional premium therefore will be for the owner's account.
8. An owner will be held responsible for the maintenance of any alteration or improvement. If any repair or maintenance must be conducted to common property results in the damage of the alteration or improvement the repair cost will be for the owner or resident.
9. Where applicable the Trustees require that the owner submit the COC on completion of the alteration / improvement to the managing agent to be kept on file.

Owner Statement

I confirm I am the owner of the above-mentioned unit and have read and understood the Conduct Rules of Bush Willow. I confirm I have familiarised myself with the conditions and requirements of alterations and additions and undertake to comply with these and the Conduct Rules in every way. I understand that submitting this application does not constitute an approval to install the requested addition, and that the installation will be subject to the conditions of approval, which approval may be granted or denied by the Trustees. I furthermore understand that any addition or modification done in contravention of Trustee approval may be required to be removed or corrected, and that I will be fully liable for any correcting alterations, or restoring the common property to its original condition, entirely at my own expense, as may be required by the Trustees.

Signed at _____ on this the _____ day of _____ 20_____

Signature: _____

Please email the application to the following email addresses:

JackieJ@pretor.co.za
padmin18@pretor.co.za



FOR OFFICE USE ONLY

Application Approved / Denied: _____

Trustee Name: _____ Signature: _____

Date: _____

Trustee Name: _____ Signature: _____

Date: _____

Trustee Name: _____ Signature: _____

Date: _____

Trustee Conditions Approval:

Trustee Reason for Rejection:
