

MOVEMENT CONTROL / DATABASE FORM

PLEASE COMPLETE ALL RELEVANT FIELDS ON THIS FORM AND HAND IT IN AT THE ESTATE OFFICE AT LEAST 48HRS PRIOR TO YOUR MOVE OR EMAIL IT TO OFFICE@THEWILLIAM.CO.ZA

NO FORM NO MOVE – REMOVAL VEHICLES WILL NOT BE PERMITTED UNLESS THIS FORM IS COMPLETED IN FULL AND VERIFIED BY THE ESTATE OFFICE. COPY IF LEASE AGREEMENT AND PROOF OF IDENTITY TO BE ATTACHED TO THIS FORM. ALL PETS MUST BE APPROVED BY THE ESTATE PRIOR TO ANY MOVES.

NO MOVES PERMITTED TO TAKE PLACE BETWEEN THE HOURS OF 18H00 AND 8H00

MAXIMUM TONNAGE IS 3.5 TONS

DATE OF MOVE: _____ NAME OF REMOVAL COMPANY: _____

UNIT NO: _____

TYPE OF UNIT: GROUND FLOOR 1ST 2ND TOP FLOOR

PLEASE SPECIFY: WITH AN X

MOVING IN

MOVING OUT

PLEASE SUPPLY THE NAMES AND CONTACT DETAILS OF ALL ADULTS WHO WILL BE LIVING IN THE UNIT

1. FULL NAME & SURNAME: _____ ID NUMBER: _____

CONTACT DETAILS: (WORK) _____ (MOBILE): _____

E-MAIL ADDRESS: _____

VEHICLE: MAKE _____ MODEL: _____

COLOUR: _____ REG NUM: _____

2. FULL NAME & SURNAME: _____ ID NUMBER: _____

CONTACT DETAILS: (WORK) _____ (MOBILE): _____

E-MAIL ADDRESS: _____

VEHICLE: MAKE _____ MODEL: _____

COLOUR: _____ REG NUM: _____

3. FULL NAME & SURNAME: _____ ID NUMBER: _____

CONTACT DETAILS: (WORK) _____ (MOBILE): _____

E-MAIL ADDRESS: _____

VEHICLE: MAKE _____ MODEL: _____

COLOUR: _____ REG NUM: _____

EMERGENCY CONTACT: _____ NUMBER: _____

PLEASE TICK THE RELEVANT BOX:

I (WE) WOULD LIKE TO REGISTER A PET (PLEASE READ THE PET RULES FIRST)

I (WE) WOULD LIKE TO REGISTER MY DOMESTIC EMPLOYEE

FULL DETAILS OF LANDLORD / LETTING AGENT

FULL NAME & SURNAME: _____

CONTACT DETAILS: (WORK) _____ (MOBILE) _____

EMAIL ADDRESS: _____