WEEPING WILLOW ACCESS CONTROL APPLICATION FORM FOR RESIDENTS

(This form must be sent via e-mail to MidCity (access@weepingwillow.co.za))

NOTE: Applications from tenants where the owner did not inform Weeping Willow of tenant occupation will not be deemed as valid applications for security reasons.

Name and Surname		New Resident	YES	NO	Owner/ Tenant	OWNER	TENANT
Unit Number		Date of application					
Contact Number		E-mail					

Section A: Cell phone number registration

(Cell phone numbers to be registered on the ClickOn System for granting access to guests)

	Name and surname of resident to which the number belongs	Cell phone Number
Phone 1		
Phone 2		
Phone 3		

Section B: Application for vehicle access tags

	Name and surname of the regular driver of the vehicle	Vehicle Registration number	Reason(s)
Vehicle 1			
	Make and Model	Colour	
Vehicle 2	Name and surname of the regular driver of the vehicle	Vehicle Registration number	Reason(s)
	Make and Model	Colour	

Section C: Application for pedestrian tags for residents

(Please exclude person(s) applied for in Section B)

	Name and surname of resident	Reason(s)
Person 1		
Person 2		
Person 3		
Person 4		
Person 5		
Person 6		

NOTE: Number of tags in Section B and Section C, including pre-existing tags, may not in total exceed 4 for a 2 bedroom unit and 6 for a 3 bedroom unit.

Section D: Application for pedestrian tags for domestic workers

	Name and surname of worker	Time (HH:MM)	Days of the week						
			Mon	Tue	Wed	Thu	Fri	Sat	Sun
Worker 1		From							
		To							
Worker 2		From							
		To							
Worker 3		From							
		To							
Reason(s)									

Broken Tags, Re-programing or the Re-activation of tags

State either "Broken", "Re-programming" or "Re-activation" in the Reason(s) section applicable to the tag. Tags for re-activation or programing must be handed in at the security office in a sealed envelope.

Terms

1. Applications may be denied or access may be revoked if any information provided was found to be inaccurate or not up to date.
2. Provide complete and readable information. Filled in application form can be handed in at security (in a sealed envelope), or emailed to MidCity.
3. Tags for reprogramming, servicing or reactivation must be handed in at security (inside sealed envelope).
4. Tags to be collected from security booth.
5. Issuing of Security tag costs R50 (subject to change) per tag + R20 administration fee.
6. All other requests are charged at R20 (update of cell phone numbers, reprogramming of existing tags, etc).
7. Cost will be debited to the owner's MidCity Levy account.
8. Please allow three working days for the processing of application.
9. For security purposes a Tag will expire (be disabled) if inactive (not used) for a period longer than 30 days.
10. Information provided here will be treated as confidential, but may be shared with entities like the Managing Agent, Caretaker and security in order to execute their duties.

Declaration

I, the applicant, hereby declare that I am familiar with the latest version of the Weeping Willow house Rules. I further declare that all the information contained in this application is correct on the date of application and that I will, in writing, inform the Weeping Willow Body Corporate via MidCity of any changes in the information provided on this form within three working days of the change occurring.

_____   _____
Signature of applicant   Date