

# STONE MANOR

## MOVEMENT FORM

Unit Number: \_\_\_\_\_

- All tenants are to ensure that the Owner / Property Practitioner approves and signs the Movement Form or sends consent in writing.
- All Movement Forms must be sent to the Estate Manager **at least 5 working days prior to moving IN /OUT.**
- All last minute and emergency moves will be subject to a fee of R250.00 for moving out and R500.00 for moving in. Proof of payment must be sent to the Estate Manager before the move is confirmed.
- Moving IN / OUT to take place between 08:00 and 18:00.
- Only vehicles with a capacity of 3.5 tons or less and a maximum height of 3.5 meters will be allowed into the Estate.
- Should there be a trailer in use during the move, please call Security to assist with a safe entrance and exit.

### **Moving IN**

Name of Moving Company: \_\_\_\_\_

Date of Occupation: \_\_\_\_\_

**(Residents moving in are to please ensure that they have a copy of all relevant forms, conduct rules etc. All Conduct Rules apply)**

### **Moving OUT**

Name of Moving Company: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

(Please indicate if you have a pet moving out of the Estate with you?    Y    N)

Type: (Cat/Dog) \_\_\_\_\_ Name: \_\_\_\_\_

Type: (Cat/Dog) \_\_\_\_\_ Name: \_\_\_\_\_

# STONE MANOR

## Owner Details

Full Names: \_\_\_\_\_

Company Name if applicable: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Email Address: \_\_\_\_\_

**(It is compulsory that Owners renting their units must give written consent prior to movement. No form will be accepted without the consent of the Owner or Property Practitioner)**

## Residents Details

Full Names: \_\_\_\_\_

Contact Details: C: \_\_\_\_\_

Email Address: \_\_\_\_\_

If you are moving only certain items out of the Estate or expecting a furniture delivery, please specify details below.

Items: \_\_\_\_\_  
\_\_\_\_\_

Person or Company Delivering/Collecting: \_\_\_\_\_

Is the Unit furnished?                      Yes / No                      (Please Circle)

Residents Name: \_\_\_\_\_

Landlord / Property Practitioners Name: \_\_\_\_\_

Residents Signature: \_\_\_\_\_

Landlord / Property Practitioners Signature: \_\_\_\_\_



# STONE MANOR

## CUSTOMER PRIVACY NOTICE

By signing or submitting this form electronically, you are authorising Micaro Estate Management and Stone Manor Body Corporate, to collect, process and store your personal information in terms of the provisions of The Protection of Personal Information Act for as long as you remain a resident/are an owner at the Estate. The collection, processing and storage of your personal information will be used for the purposes of managing the Estate.

These purposes include, but are not limited to:

1. Contacting you for any/all matters relating to the Estate.
2. Circulating SMS and Email notifications for matters that strictly pertain to the Estate.
3. Sending out contravention notices in the event of any contravention of the Conduct Rules of the Estate.
4. Circulating regular newsletters

Please note that we will share information if we are of the opinion, it is necessary to comply with the law or to protect our interests. We will also use your personal information to comply with any legal and regulatory requirements or industry codes to which we subscribe, or which apply to us, or when it is otherwise allowed by law.

Your information will not be shared with third parties, however we may disclose your personal information to the Service Providers at the Estate who are involved in the delivery of services to you, provided they are able to ensure that they comply with our privacy terms. We will ensure that anyone to whom we pass your personal information onto agrees to treat your information with the same level of protection as we are obliged to.

We provide adequate protection for the personal information we store and have checks in place to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information is secure.

You have the right to ask us to update, correct or delete your personal information. It must be noted that should you withdraw your consent for us to store your information, we will be unable to render an effective service to you in accordance with our appointment by the Body Corporate.

You have the right to request a copy of the personal information we hold about you. To do this contact us at the numbers/ addresses listed on this document and specify what information you are requesting. We will take all reasonable steps to confirm your identity before providing details of your personal information.

We would appreciate it if you would ensure that your personal information that we store, for the purpose of fulfilling our obligations to the Estate, is current and accurate.

