

# Tokara Body Corporate: Clearance Certificate Requirements

Before the Managing Agent can issue the Clearance Certificate, the Seller must have complied with the following requirements. The Seller must provide proof that all charges due to the body corporate and the utilities management company have been paid.

1. UTILITY SERVICES MUST BE PAID
  - 1.1. Estimate at least **R1,000 per month** for the requested number of months as part of the clearance figures: to be confirmed by the Trustees. This covers monthly fixed costs of the unit for sanitation, water demand management levy, common area - water & electricity and limited consumption (e.g. water leakage) if the unit is vacant or not.
  - 1.2. Pay RMS directly or via the iSMRT Wallet: all arrears, all monthly costs and consumption until registration.
  - 1.3. Submit the Cancellation Form to RMS upon the registration date.
  - 1.4. Pay the final invoice before the clearance certificate can be issued.
  
2. INSPECTION REQUIRED
  - 2.1. The seller must arrange via the managing agent to schedule the inspection of the unit with the trustees or email the trustees directly at [TokaraTrustees@gmail.com](mailto:TokaraTrustees@gmail.com), cc. Clearances at [clearances@pretor.co.za](mailto:clearances@pretor.co.za).
    - 2.1.1. The inspection is done for compliance with the Act, Sectional Plan, scheme rules and body corporate standards.
    - 2.1.2. The inspection fee is **R400**.
    - 2.1.3. The cost will be added to the clearance figures.
  - 2.2. The seller must respond to the issues on the inspection report and indicate who will rectify the items and by when. If the purchaser agrees to attend to the items, written acceptance must be submitted to the managing agent.
  
3. LEVY CONTRIBUTION, CHARGES, FEES and FINES MUST BE PAID
  - 3.1. Arrears, levy contributions and special levies projected per month for the requested number of months as part of the clearance figures, as well as other approved charges, fees and fines.
  - 3.2. GATE FEES: Add the average cost of 6 months' gate fees as per ClickOn Invoicing for the clearance figures. The recovery by the managing agent is two months in arrears: e.g. the MAY statement recovers the MARCH GATE FEES.
  - 3.3. INSURANCE:
    - 3.3.1. Confirm with Insurance that all claims have been settled.
    - 3.3.2. Confirm that additional insurance premiums and all excess amounts were recovered from the owner.
  
4. ALTERATIONS  
The seller must:
  - 4.1. Communicate all alterations/additions with supporting documentation to the attorneys, managing agent and the purchaser; state all warranties, insurance and the condition and schedule of maintenance, repairs and replacement.
  - 4.2. Maintain, repair, replace and remove any non-maintained, broken, damaged or non-compliant items, and repair damages to common property.
  - 4.3. Send proof to the attorneys and the body corporate of payments, compliance and approvals.
  
5. CONDUCT RULES COMPLIANCE  
The purchaser must comply with the restrictions and limitations of the property they are purchasing. <http://tokarabc.com/need-to-know/>
  - 5.1. **Number of people residing in each unit:** refer to Conduct Rule C. Duties of Owners  
Maximum two (2) adults or three (3) children under 12 years per bedroom.
  - 5.2. **Number of Vehicles and Parking:** refer to Conduct Rule 3. Vehicles  
Maximum of one vehicle per garage, carport or allocated exclusive use parking area.  
No parking on the common property; a parking fee of a minimum of R100.00 per day or any part thereof shall apply.
  - 5.3. **Keeping pets:** refer to Conduct Rule 1. Animals, Reptiles and Birds  
Maximum of two extra small to medium dogs (max. 25kg adult weight).  
No cats, poultry, pigeons, aviaries, wild animals or livestock may be kept within the complex.

The purchaser/s acknowledge/s that in purchasing Tokara Unit Number \_\_\_\_\_, **the body corporate reserves the right that should any issues or non-standard alterations come to light after registration, that the new owners will be responsible to comply to the Act, Sectional Plan, scheme rules and the body corporate standards.**

NAME/S & ID/S: \_\_\_\_\_

SIGNATURE/S: \_\_\_\_\_ DATE: \_\_\_\_\_