

**GENERAL MAINTENANCE & CONTRACTOR ENTRY REQUEST FORM**

*This form can only be completed by the Owner/The owners representative and the contractor performing the maintenance and must be submitted to management 48 hours before the date that access is required and 48 hours before a Weekend or Public Holiday.*

I the owner (Name & Surname) .....  
ID number..... of apartment ..... Somerset Place **or** ..... Somerset Sereno confirm that the  
contractor (individuals name) ..... ID No.....  
From (Company name) ..... Company's ID No..... is going to work on the inside  
of my apartment.

Contractor contact number : ..... Contractor vehicle registration .....

DESCRIPTION OF ALTERATIONS/RENOVATIONS:

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START DATE : ..... END DATE: .....

SPECIFIC WEEK DAY : ..... (For housekeepers only)

**PLEASE ✓ All THE BOXES - Should all the boxes not be completed, access shall not be granted!**

PLEASE BE ADVISED THAT THE CONTRACTOR **DOES** ☐ **or DOES NOT** ☐ HAVE A HEALTH & SAFETY FILE AND LIABILITY INSURANCE.

**On completion of this this document, I the owner and the contractor accept the responsibility of the following;**

- I the owner and contractor take full responsibility for any loss, injury or damage that may occur to the unit / common property and / or employees of the contractor while the contractor is working in my unit ..... Somerset Place or ..... Somerset Sereno.
- I the owner and contractor understand that the contractor and all their staff must have their ID/Drivers licence/passport document present to be scanned into Somerset Place or Somerset Sereno on every day that access is needed. I acknowledge that should the contractor or their staff not have this present then access shall not be granted.
- I the owner and contractor have read and understand the conduct rules, especially with the regard to noise, renovations and that renovations & maintenance shall only be executed between 08h00 and 17h00 on weekdays (Monday – Friday).
- I the owner and contractor understand that only emergency maintenance shall be done on a weekends or public holidays and that all other non-essential maintenance shall only be executed between 08h00 and 17h00 on weekdays (Monday – Friday) that does not fall on public holiday.
- I the owner and contractor understand the no trucks larger than 2.5 tons will be allowed into Somerset Place and Somerset Sereno.
- I the owner / contractor have paid the R5000 deposit ☐ or I the owner agree that R5000 deposit may be invoiced from my levy account ☐

Owner's Signature.....

Contractor's Signature.....

Signed on .....(date)

Signed on .....(date)