



**PROPERTY PRACTITIONERS  
REGISTRATION AND GUIDELINES**

**2026-01-05**

**REGISTRATION TERM: 01 MARCH 2026 TO 28 FEBRUARY 2027**

**INTRODUCTION**

This document outlines the administrative and security protocols and requirements of THE WILDS HOA and is not intended to be perceived as contrary to its contents.

- The PROPERTY PRACTITIONER hereby acknowledges that he/she is familiar with all the Rules and Regulations of THE WILDS ESTATE and confirms that upon signing an offer to purchase or lease agreement, the purchaser or lessee has been provided with a copy. Available on the website: [www.the-wilds.co.za](http://www.the-wilds.co.za).
- The PROPERTY PRACTITIONER hereby also confirms that in the event of a property being sold, the Seller owns updated approved Council Plans with the relevant Occupancy Certificate that match the property. Copies of the updated approved Council Plans with the relevant occupancy Certificate must be submitted to the HOA office for inspection purposes.

**ACCESS CONTROL:**

Access Control is based on the Resident providing a pre-clearance code for the PROPERTY PRACTITIONER and the CLIENT of the PROPERTY PRACTITIONER. Kindly Note: A Valid Driver's Licence is compulsory to enter the Estate.

**THE PROPERTY PRACTITIONER TO INFORM THE CLIENT OF THE REGISTRATION PROCESS TO AVOID DELAYS AND COSTS APPLICABLE:**

- Registration MUST BE completed before the resident takes occupancy.
- It is specifically noted that all new Residents must download the GLOCMS APP and, after registering on the App, visit the registration office to complete the registration process.
  - a) Monday to Friday 07:00 to 17:00
  - b) ID will be required
  - c) Valid Driver's Licence
  - d) A copy of the offer to purchase and or lease agreement must be providedThese documents can be emailed to the registration office ([registrations@the-wilds.co.za](mailto:registrations@the-wilds.co.za)) before visiting the registration office in order to speed up the process.
- The purchaser will be registered as a Tenant until the purchaser provides proof that the property is registered in his name. The Purchaser will have 90 days to submit this document. The Seller's detail will remain on the system until the property is transferred in the purchaser's name. If the property registration document is not submitted within 90 days, it is for the purchaser to visit the registration office to extend the "Tenants access" for a further 30 days.
- Although THE WILDS ESTATE provides for RF-Tag access, BIOMETRICS ARE COMPULSORY for all owners and residents. The cost of RF-Tags & Biometric registration will be billed against the levy account of the property owner. NO CASH DEPOSITS.
- To defray the ever-increasing cost associated with the registration of people on the various Estate databases, access control, and others, the BOD resolved that effective 1 March 2024, all Rented Properties will incur an R500.00 administrative fee, levied to the Owner's MidCity Levy Account. NO CASH DEPOSITS.



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The fees will be a once-off fee upon the first registration of each tenant who registers on the systems and databases. The fees will not be charged on renewal of lease agreements where the details of the tenant do not change, nor on any existing agreements in place before 1 March 2024.

**VETTING:**

Kindly note: All Tenants, Domestic and Garden workers must be vetted to receive access.

- a) The Vetting procedures are available on our website: [www.the-wilds.co.za](http://www.the-wilds.co.za) and on the GloCMS app.
- b) Proof of payment for Vetting must be provided before access can be granted.
- c) There could be a delay between the Proof of Payment received and the Time and Date when the appointment was made for the actual Vetting to take place.
- d) If the vetting appointment was not attended, access will be withdrawn.

**PROPERTY PRACTITIONERS' CONFIRMATION OF THE ABOVE MENTIONED:**

Name & Surname: \_\_\_\_\_

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

**REGISTRATION INFORMATION REQUIRED:**

Name of Agency: \_\_\_\_\_

Trading as: \_\_\_\_\_

Lindline number of Agency: \_\_\_\_\_

**Property Practitioners Details:**

Name & Surname: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**RULES & REGULATIONS THAT THE PROPERTY PRACTITIONER NEEDS TO ADHERE TO:**



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1. Not allowed to place any advertising material or marketing material on the property maintained by the HOA, which includes Trumpeters Loop Road, the Clubhouse, any Gardens maintained by the HOA, or any of the Stands within the Estate. If the above is contravened, the advertising material will be removed. May only place advertising material on: De VilleBois Mareuil Drive as per Municipal regulation. |
2. No door-to-door canvassing/marketing.
3. Flyers may not be distributed within the Estate.
4. Not allowed to have Show-Days.
5. No advertising allowed on The Wilds Website or Official Facebook page.
6. The Owner of the property is to provide a pre-clearance code for the Property Practitioner and for the Client entering. A valid driver's license is compulsory.
7. No marketing allowed on any property managed by the HOA.
8. The Client may not roam around without the Agent being present.
9. The Agents must escort the Client in and out of the Estate.

**PROPERTY PRACTITIONERS' DOCUMENTATION REQUIRED TO RECEIVE  
APPROVAL AND CONFIRMATION:**

Forward the following documents to: [ronel@the-wilds.co.za](mailto:ronel@the-wilds.co.za) (no hand deliveries)

1. Complete and sign the Registration Document,
2. Property Practitioners Valid driver's license -copied both sides.

Property Practitioner:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRINCIPAL OF THE AGENCY:**

Name & Surname: \_\_\_\_\_

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