

## Holiday visitors at St Martini Gardens

### To owners and agents:

The trustees have noticed an increase in the number of flats that are being let for short periods (via AirBnB and otherwise). We are pleased that SMG is seen as a popular and up-market home for everyone, but some important rules have to be in place to ensure that it remains so.

### Reception and Access Control

You must make your own arrangements to “meet and greet” and hand over keys to your guests. (The SMG Security Officers and Building Manager are not permitted to do this.)

For security purposes and in line with legislation the BC must be provided with information on all occupants. Please complete a Resident Information form<sup>1</sup> and provide a copy to the Building Manager (by hand or e-mail to [supervisor@stmartinigardens.co.za](mailto:supervisor@stmartinigardens.co.za)) in advance. Alternatively your visitor(s) must provide a letter from the owner or owner’s agent to gain access, and they will be required to complete the Access Register and a Resident Information form on arrival.

***A permanent resident’s access tag may not be passed to a short-term guest.*** You must buy a separate access tag for each short-term visitor, which will be programmed with the owner/agent’s contact details, the flat number and the indication “short let”.

If you wish to leave keys and access tags for guests in a secure key box then one may be installed at a designated point near to the B Block entrance at your cost. Please speak to the Building Manager to arrange this.

### Conduct Rules

In terms of the SMG Conduct Rules and legislation an owner may let his/her unit, but this is on condition that *“no such letting and/or parting with occupation shall in any way release the owner from any of his/her obligations to the Body Corporate”* and *“the owner ensures that all tenants of units and other persons granted rights of occupancy are informed of the conduct rules and that they and their visitors and guests are obliged to comply with them”*.

A copy of the Conduct Rules<sup>1</sup> MUST be given to every occupant. Please emphasise to your guests that they may not do anything that causes a disturbance to other residents, and must not hang clothes and towels over balcony rails.

### General

The maximum number of occupants (2 for a studio and 1-bedroom flat and 4 for a 2-bedroom flat) must be noted. ***A fine of R500 per person per night will be imposed for overcrowding.***

It is not feasible to re-programme the phone number in the Intercom system for short lets: if you have a land-line this number can be used, otherwise we suggest using a cheap cellphone that can be left in the flat for this purpose.

A **Residents’ Guide** has been developed that includes an overview of the rules and other useful information to ensure that every resident can maximise the enjoyment of their stay in St Martini Gardens. This is also available on our website<sup>1</sup>: we recommend that you print copies of this and provide them to your visitors.

Trustees  
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<sup>1</sup> Available at <https://stmartinigardens.co.za/useful-downloads-info/>