



Application for La Gratitude Cottage

Name of Applicant: _____

Cottage Number: _____

Rental agreement start date: _____

**APPLICATION FOR A COTTAGE AT
LA GRATITUDE COTTAGES**

Date Application received: _____

1. The Application is only valid for the duration of the year remaining.
2. It is your responsibility as the applicant to renew the application annually, no later than the 1st week in January of each year. The renewal can only be done in writing. No verbal renewals will be accepted.
3. We work strictly according to a waiting list.
4. If you were offered a cottage and declined, your name will be placed at the bottom of the list.
5. All applications will be handled on a **"FIRST COME, FIRST SERVE"**-basis.
6. **EACH NEW YEAR YOUR APPLICATION IS REQUESTED TO BE RENEWED.**
7. Your latest 3 months bank statements must accompany your application, as well as certified copies of your ID document.
8. **Cottages are granted on the following basis:**
 - Age of applicant / 50 or older / Health / Mobility
 - Availability of units
 - Affordability in terms of fixed monthly income e.g. Pension, investment, rental.
 - Personal circumstances
 - General Wellbeing

THIS IS TO DECLARE THAT I HAVE READ THE ABOVEMENTIONED CLAUSE 1 –8, I UNDERSTAND AND AGREE TO ALL TERMS LAID OUT ABOVE.

SIGNATURE OF APPLICANT

DATE

DEPOSIT RENTAL: ----- **DEPOSIT MUNICIPALITY:** -----

DEPOSIT PANIC BUTTON ----- **MONTHLY RENT:** -----

CARPORT: -----

Please note: Only after confirmation from the Group Financial Manager, may the unit be allocated to the applicant.

PERSONAL

Surname: -----

Christian Names: -----

Date of Birth: -----

ID No: -----

Spouse's Name: -----

Spouse's Date of Birth: -----

Spouse's ID No: -----

Present Residential Address: -----

Where do you stay at present? -----

Home for the Aged Own House Flat Boarding With Children

Length of stay in Newcastle (Total Years) ----- Postal Address: -----

Postal Code: ----- Telephone Numbers: (H) ----- (C) -----

Home Language: ----- Marital Status: ----- (Married; Widower; Widow; Divorced; Single)

Religion: -----

Details of children:

NAME	ADDRESS & Email Address	RELATIONSHIP	TEL NO

MEDICAL FUND DETAILS

Name of Medical Fund: ----- Hospital Card No: -----

Name of Medical Practitioner: ----- Name of Funeral Undertaker: -----

Do you have a Will? YES /NO If so. Where is it kept?: -----

Name and Address of the Executor: -----

GENERAL

1. Give reasons for your application for admission:

2. Do you have any relatives or friends in La Gratitude Cottages?

If so – Name of Resident / Cottage No? -----

In the event of a LESSEE that cannot afford to pay the rent any longer the following will be applicable.

1. The Management of La Gratitude Cottages must be notified immediately in writing with the necessary information, documentation and an Affidavit signed by a Commissioner of Oaths in order to review residents' financial position and consider a possible solution if possible, to assist resident.
2. In the event no alternative can be reached between lessor and lessee housing arrangements are to be arranged immediately by the LESSEE to move to a more affordable option after a full calendar months' notice has been given. All costs of moving will be to the lessees account.

NO subsidy will be granted by La Gratitude Cottages.

3. Residents will be liable to pay the full rent. In the event of any arrears, this will become immediately payable plus interest to La Gratitude Cottages by no later than the last day of occupancy. The lessee will be liable for all legal costs involved should the arrangements made not be adhered to. Arrangements to pay arrears, including but not limited to telephone-, fax-, administration-, delivery costs, unit damages etc., are to be made in writing and handed in at the Admin Office and only once approval has been granted in writing by the CEO / Group Financial Manager may this arrangement be deemed to be accepted. These arrears will be handed over to our attorneys to control and administer and the costs will be to the lessees account.
4. Should the LESSEE, due to any health related physical or mental capacity no longer be able to care or sustain him/herself due to frailty or related illness or that the LESSEE requires continuous nursing or supervised care, the LESSOR will reserve the right to request the intervention of the Social Worker who in turn may request the transfer of the non-sustainable resident to be admitted into La Gratitude Frail Care Facility for specialised care. Should this request not be acceptable to the lessee/s or children/family the respective lessee/ person will be required to take responsibility for finding an alternative caring facility or provide for them in their own homes as the cottages are for fully sustainable and healthy lessees. The Lessor will give a full calendar months' notice to vacate the unit for the safety of its lessees and the other residents.



DECLARATION

I, the undersigned hereby declare that the information in this Application form is true and correct.

If a cottage is granted to me, I undertake to abide by the Rules and Conditions of La Gratitude Cottages (hereby attached).

Signature of Applicant -----

Place ----- Date -----

SWORN AFFIDAVIT

To be completed by the Applicant

NB: IT IS REQUIRED BY THE DEPARTMENT OF SOCIAL DEVELOPMENT THAT A MAGISTRATE OR POSTMASTER OR COMMISSIONER OF OATHS CONFIRMS THE PENSION NUMBER WITH HIS SIGNATURE AND OFFICIAL STAMP NEXT TO THE AMOUNT.

- A. Pension No ----- R----- pm
- B. Kind of Pension----- R----- pm
- C. Disability No ----- R----- pm
- D. Pension No ----- R----- pm
- E. Other pensions----- R----- pm
- F. Interest on Fixed Property----- R ----- pm
- G. Rental on Fixed Property----- R----- pm
- H. Other sources
(Only fixed revenue) ----- R----- pm

- TOTAL INCOME R=====pm

Signed in my presence at-----on-----
this day-----of-----20-----

SIGNATURE OF DECLARER

SIGNATURE AND STAMP OF COMMISSIONER

I declare under oath that the abovementioned information is correct.

SIGNATURE OF DECLARER

SIGNATURE AND STAMP OF COMMISSIONER

MEDICAL CERTIFICATE FOR APPLICATION

Must be completed by a Doctor

NAME OF APPLICANT: -----AGE: ----- SEX: -----

1. General health condition of Applicant?

2. Ailments of Applicant

(State history, symptoms and previous treatment and Hospital where treated)

3. Condition of Hearing: ----- 4. Condition of Eyesight? -----

5. Condition of Skin? ----- 6. Condition of Kidneys? -----

7. Condition of Joints? -----

8. Is the applicant in any way mutilated or crippled? -----

9. Condition of the Heart? -----

10. Mental condition? -----

11. Does the Applicant suffer from Epilepsy?-----

12. Do you suspect any abnormalities of any organs? -----

13. Does the Applicant have full control over all his/her organs? -----

NB

14. Is the applicant physically and mentally able to occupy the premises? -----

Date of Examination: -----

PRINT Name , Address and Practice Number of Doctor:

SIGNATURE OF MEDICAL PRACTITIONER

HOUSE RULES

The house rules are applicable to all occupants staying in a La Gratitude Cottage.

Management has the right in terms of Clause 12 of this Lease Agreement to amend house rules from time to time at their exclusive judgment

A GENERAL

- 1 It is the Lessee's responsibility to ensure that the caretaker of the Property has a spare set of keys within 14 (FOURTEEN) days of signing this Lease Agreement, to have immediate access to the residential unit in case immediate access is required due to fire or geyser bursts.

The Lessee is to complete and sign out on the prescribed departure register at the reception/administration of the frail care facility when going away for a period longer than 72 hours. To ensure no illegal access, the administrator is to be notified of the name and telephone number of the person/s responsible for the keys when a Lessee/s is going away and request someone else to care for the plants and refrigerator/s in the cottage in their absence.

- 2 With the exclusion of a guide dog, for which written authority is to be obtained from the Lessor, **no animals or birds** are allowed on the Premises. (See Clause 8.6 of the Lease Agreement). **Cats, birds and doves on the Property may not be fed.**
- 3a In the event the Lessee requires the services of a contractor to do any work or repairs in the Residential Unit, a written request is to be submitted to the CEO of the organisation via the caretaker. No work may commence unless permission to do so has been granted in writing as well as the approval of the registered service provider / contractor having been acknowledged in order to ensure a high standard of maintenance is carried through. A list of approved contractors / service providers is available at the maintenance office.
- 3b Any person who would like to do any form of collection, canvassing, marketing or selling of any kind on the aforesaid premises must obtain written consent from the Chief Executive Officer of the organisation prior to any selling or access to do so on the said premises.
- 4a **Lessees are responsible for their guests' behavior on the Property** and within their residential unit. Visitors must see to it that their children do not use the premises and its surrounds as a playground.
- 4b No visitor/guest who is under the influence of alcohol will be permitted on the premises, abuse of alcohol on the premises by visitors affecting other residents negatively may result in that person being asked to leave the premises and no further access to our premises by that person will be allowed.
- 4c No visitor or resident may walk around in public areas without being fully clothed. No bare upper or lower body will be permitted. Respect each other's dignity.
- 4d **All visitors on foot or in a motor vehicle coming onto the premises will sign in the visitors book.** Each vehicle will receive a vehicle pass, those on foot or in a residents car that do not reside on the premises **will be required to get a visitors card.** On the departure, the vehicle pass is to be returned to the security guard at

the gate and the exit register signed. Should the visitor be on foot the visitors access pass will also be required to be returned on departure and register for departure signed when leaving the premises.

- 4e No unauthorized person may sleep over, or be permitted to stay later than **22h00** each evening, gates will be locked and security will do its rounds. Unless prior arrangements have been made with the CEO of the organization and approval in writing has been obtained no visitors may sleep over.
- 4f Security may approach your cottage to remind you of the time frame. In extreme cases the overnight rule may be granted telephonically with the CEO and security will be informed accordingly.
- 4g No unruly resident, visitor who disrespects the rules of this organization will be tolerated, in this case the party will be dealt with in accordance with the relevant legislation and local authority.
- 4h No prostitute may at any time be permitted to stay over or visit on this premises at any time.
- 4i All visitors and guests are to respect the other residents at all times.
- 4j Security has the right to search all vehicles at their discretion on entering or on departure of the said premises.
- 5 The Liaison Committee and the Board of Control will not be held responsible for any injuries or accidents which any Lessee or his/her guest/s might have while on the Premises. The organisation indemnifies itself from all damages and/or events pertaining to visitors. **Anyone coming onto the Premises do so at their own risk.**
- 6a Water must be used sparingly when washing vehicles, watering flower beds. Watering times are to be adhered to but may be amended from time to time depending on season changes.
- 6b Visitors are **not** allowed to wash their vehicles while on the Premises this privilege is strictly for Lessees.
- 7 No children or other persons other than the person/s signing the lease agreement are allowed to stay in the Residential Unit on a permanent capacity. Should visitors be staying over for a longer period than two nights, the respective visiting procedures are to be followed. When circumstances warrant it management will consider a written application on its merits.
- 8 Servants and garden personnel must at all times be in possession of an identity card and it must be visible at all times, failure to adhere the servant will be sent home, access cards can be obtained by the maintenance manager. Id photo, physical address, contact number of each worker is a requirement and will be clearly indicated on the "workers" card. Lessees are responsible for the behaviour and actions of their workers.
- 9 In terms of The Tobacco Products Control Act no smoking is permitted on walkways, recreational facilities where the public has full access. No smoking should be hazardous to any resident, staff member or any other person within the parameters of the organization, cottages or facilities. Designated areas will be identified and labelled for the convenience of smokers. NO smoking permitted in units. Respect each other's space in order to live in harmony.
- 10 Candles are only to be used in extreme circumstances in the event of a torch or battery appliance that has gone flat as there are no smoking detector devices in the cottage units. Your safety is our priority. Ensure that all your torches are charged and ready for use in the event of a power failure. Hang them behind the front door to make them easily accessible.

- 11a No gas stoves or appliances may be utilized inside in the Cottage itself as well as on the premises.
- 11b No gas stoves, gas appliances or any gas bottles may be kept inside the cottage, outside room or under the carport or any other place within the premises of La Gratitude Cottages.
- 12 Residents are to please educate themselves in terms of the fire evacuation plan for each cottage, adhere to all commands by the designated fire marshals. Attend all training and workshops pertaining to your safety as these are for your benefit.
- 13 **Lessees may not alter, add, extend or connect any electrical cabling of any original product to any form of electrical equipment, outlet, plug points etc.** An SABS double adaptor or multi plug may be used within your residential unit. No overloading is permitted.
- 14 All Lessees will assist in keeping the premises clean and neat and will not throw refuse or waste material around or leave it lying around, respective refuse bins are provided for this purpose and the main refuse municipal bins are to be used for domestic garbage bags.
- 15 No bicycles or roller skates or similar items are allowed to be used by visitors or their grandchildren/children on the premises.
- 16 No un-authorized parking in front of the carports, cottages, storerooms or elsewhere on the Premises is allowed. Strictly **assigned parking** may be used for this purpose. No riding on the grass.
- 17 Garden flower beds are not to be increased, current ones may however be maintained by the respective resident until such time as the flower bed becomes too much to handle then grass will be planted in its place and the flower bed discarded.
- 18 Trees, shrubs are not to be planted or removed without written authorisation from the Chief Executive Officer.
- 19 Water is to be used sparingly and watering times are to be strictly adhered to.
- 20 Braais are only allowed to be made at designated areas provided for.
- 21 The speed limit on the premises is 5 km per hour and must be adhered to at all times.
- 22 Strictly vehicles may be kept in the carport, no fire hazardous material or equipment is allowed.
- 23 DSTV-dishes and/or TV antennas are only allowed to be installed in consultation with the caretaker and approval of the Chief Executive Officer at individual cottages.
- 24 It is expected from the Lessees to consider their fellow neighbours at all times. All drilling and timber work is to be done during the following times. 08h00 till 12h00 and again from 13h00 till 18h00. No drilling and timber will be allowed on a Sunday or after 17:00 daily.
- 25 Lessees are required to submit any personal problems in writing that might occur to the complex administrator in the admin block of the Old Age Home who will forward the complaint to the Chief Executive Officer. Should the problem be a cause for conflict a discussion will be arranged with the relevant parties in order to resolve it.

- 26a In the event of an alleged abuse as clearly defined in the Older Persons act of 2006 the full protocol with relevance to the abuse will be followed. This is a very serious offence and **needs to be reported** as soon as it has become visible or known. No person who may report any form of abuse will be held liable as confidentiality is guaranteed. All abuse cases are required to be registered with the respective government bodies and therefore La Gratitude will show zero tolerance in this regard. Should any Lessee or spouse be found guilty of any form of such abuse termination of the rental agreement is inevitable as the organizations Board of Control is always required to act in the best interest of its elderly. (Types of recognized abuse: physical, sexual, emotional, financial, verbal).
- 26b If any form of abuse or alleged abuse as defined in the Older Persons Act takes place and it is brought under the attention of the Board of Control the board has the right to terminate the rental agreement with immediate effect. No abuse will be tolerated in this Organization. All types of abuse is to be reported immediately to the Social Worker, CEO of the Organization who will in turn inform the local authority.
- 27 If the house rules are not complied with the following procedure will be followed. A verbal warning by the Chief Executive Officer of the organization thereafter a written warning, thereafter a letter to attend a hearing to discuss the non-compliance or rule not adhered to, a possible termination of the lease agreement may be the end result should no consensus be reached. Should the lessee fail to conform to the outcome, legal steps will be taken to ensure the safety, compliance of all residents.
- 28 It is expected that all Lessees will support the nominated cottage resident committee participating in the activities and mutual beneficial meetings and workshops to the benefit of all the residents to ensure a better quality of life for all residing on the complex.

MAINTENANCE RESPONSIBILITIES OF THE LESSEE

After the premises has been inspected by the Lessee and the Lessor or representative, after the Lessee has taken occupation of the Residential Unit, should the Lessee find any faults which have not been identified previously they must within 5 (five) days of such occupation notify the Lessor in writing of such defects and hand the list in at the administration office. If no written fault list is reported it will be taken for granted that everything is in an acceptable and good working order.

After occupation has been taken, the Lessee is responsible for the normal day to day maintenance of the Residential Unit. This will include the following:

NOTE: These clauses must be read in conjunction with the relevant clauses as listed in the Lease Agreement

- 1 Replacement of washers in leaking taps
- 2 Replacement of toilet seat
- 3 Replacement of floor- and wall tiles which have been damaged due to negligence
- 4 Replacement of window panes, glazing (putty) damaged due to negligence
- 5 Replacement of locks and keys due to negligence lost or broken off etc.
- 6 Replacement of doors, cupboards and hinges due to negligence
- 7 Replacement of power points which have been damaged due to overloading
- 8 Replacement of all blown light bulbs
- 9 Cleaning and maintaining of existing carpets, tiles and flooring
- 10 The Lessee is to maintain the DSTV dish and cabling. The dish and cabling may not be removed when vacating the residential unit. However, the actual DSTV decoder may well be taken.
- 11 Any fixtures added to the cottage will remain the property of the Lessor and may not be removed, these include but are not limited to air conditioners, ceiling fans, security gates, shelving etc.
- 12 Lighting & Globes - **Replacement:** due to the adsorbent expense of energy efficient LED light bulbs these globes are supplied on occupation. In the event notice is given to vacate the unit, all globes should be in full working order and should be the same globes as originally inserted. Any missing or not working globes will be deducted of deposit paid. R30 per globe will be charged. Same rules will apply for light fittings and covers and all cost pertaining to replacement will be for the Lessee's cost.
- 13 Air conditioner and Ceiling fans – should you be fortunate to have an air conditioner, ceiling fan in your unit, general wear and tear will be the responsibility of the Lessee. Should it be damaged due to the Lessee's negligence the cost will be for their account. Remotes for the above-mentioned items should be handed in on termination of the Lease Agreement. No deposit will be refunded if this arrangement is not adhered to.

MAINTENANCE RESPONSIBILITY OF THE LESSOR

The Lessor will ensure compliance of all relevant Legislation pertaining to the complete operation within the organisations premises and will be responsible before occupation

- 1 Providing a clean, fumigated and painted where necessary Residential Unit.
- 2 Ensure that all washbasins, baths and/or showers are in good working condition.
- 3 Leaking taps repaired.
- 4 Broken tiles on floors and walls repaired or replaced.
- 5 Broken window panes replaced and to ensure existing window mechanisms are in good working order.
- 6 All locks and doors have keys and are in working condition.
- 7 All power points are in a safe and working condition.
- 8 Roof lights and fans if any are in a safe working condition.
- 9 That all facilities are kept in a clean and well maintained order.
- 11 All fire equipment, clinic equipment and recreational facilities will be maintained.
- 12 All parking bays and carports will be maintained.
- 13 maintain the lawns, pathways and walkways
- 14 maintain all buildings, carports and structures on the premises inclusive of walling, fencing and gates.

Clause 8.6 of the Cottages Lease Contract regarding pets.

Terms and conditions will include but will not be limited to:

- 1.1 If pet occupancy is granted pet authorized may not be replaced if they pass away,
- 1.2 All bowel movement faeces made by pet outside will be picked up by owner and discarded of.
- 1.3 Neighbours are to be considered at all times and pet is to be kept under strict control to avoid unnecessary barking or meowing or other disturbing sounds which may become offensive for neighbours.
- 1.4 When walking outside of the cottage the pet is required to be on a leash in the case of a dog, in the event of the pet being a cat or other contained to the cottage of the Lessee.
- 1.5 Under no circumstances may a medium or large dog be permitted.
- 1.6 In terms of any legal claims by anyone coming into contact with your pet pertaining to the actions and behavior of your **pet of any nature whatsoever** the lessee will be responsible for all claims with NO recourse whatsoever to La Gratitude or its employees. The Lessee hereby acknowledges to take responsibility for their pet and all costs legal or other will be strictly to the Lessee's account.

Name & Surname

Signature

Date

LA GRATITUDE HOME FOR THE AGED

031-383-NPO

57 YORK STREET, NEWCASTLE, KZN 2940

NO 6 JOHN PARKS AVENUE, PIONEER PARK, NEWCASTLE, KZN



CONSENT & UNDERTAKING OF RESIDENTS

RESIDING AT:

**FRAIL CARE OR COTTAGES OR FLATS IN TERMS OF
THE PROTECTION OF PERSONAL INFORMATION ACT ("POPIA")**

I, the undersigned: _____

Identity Number: _____

Frail care (Indicate bedroom No): _____

Cottage (Indicate cottage number): _____

Flats (Indicate flat number): _____

Hereby agree to provide my Personal Information to **LA GRATITUDE HOME FOR THE AGED** Registration Number **031-383-NPO** ("**the Company**"), on the express understanding that:

1. This constitutes my consent as required under Section 11(1)(a) of the Protection of Personal Information Act 4 of 2013 ("POPIA").
2. The accounts department, finance department or any other relevant department of the Company will have access to my personal details which have been furnished to them for the purpose of services (rental,

board and lodging, meals, hampers etc) rendered as a resident of the organisation's (Circle the appropriate facility) Frail Care / Flats / Cottages.

3. The Company will collect my Personal Information, which shall include, but not be limited to:
 - 3.1 Identity Number;
 - 3.2 Copies of identity documentation
 - 3.3 Curriculum Vitae including education certificates and/or any Industry accreditation certificates; **(Only applicable to part time work or honorarium).**
 - 3.4 Financial information proof of banking details
 - 3.5 Medical Information
 - 3.6 Bank statements
 - 3.7 Next of kin information
 - 3.8 Contact details, including cell phone number, home number, email address, postal and home address previous and current;
 - 3.9 Any other information that may be required to be provided by me to the company from me from time to time.

4. The Company will collect my Personal Information as required by POPIA from the following sources:
 - 4.1 Publicly accessible platforms and verification agencies; and
 - 4.2 Myself

5. The personal data will be used by the Company only for the purposes that are related to any "services" which I receive from the Company and have an written or verbal agreement with.

6. I furthermore acknowledge that during the course of these services being rendered with the Company, any addendum to incorporate the changes of the PAIA and the POPIA No 4 of 2013 as required by government and legislation, that this consent will be added to my existing "services" agreement and is acknowledged by me to be accepted as an addendum hereto.

I will accept that the addendum may be changed as required by government from time to time and will be informed by the Information Officer in this regard.

I furthermore acknowledge that I may gain access to Personal Information related to other residents due to the proximity of my neighbours and close interactions of the same facility or other facility in which I reside, and visitors of the Company's facilities, in regard whereto:

- 6.1 I record and confirm that I have been subjected to a POPIA awareness session by the respective administrator / Information Officer.
- 6.2 I have been made aware of the importance of POPIA and the manner in which the Company intends to protect Personal Information that it received and/or processes.
- 6.3 I know the Company may only process Personal Information for specific purposes and that any processing or dissemination of Personal Information outside of the specific purposes is unlawful; and
- 6.4 I undertake that I will ensure that my actions as a resident to *Frail Care / Flats / Cottages (Circle the appropriate facility)* are in line with the Company's compliance framework related to POPIA.

Full name and Surname: _____	Information Officer of Company _____
Please sign in full / Signature _____	Signature of Information Officer _____
Date: _____	Date: _____