



"HAND OVER" INSTRUCTION CHECKLIST

1. Body Corporate:

Name : _____ (SS _____ / _____)
Street Address : _____
Banking details : _____

2. Owner (debtor):

Name & ID number : _____
Section / Door number : _____
Contact details : (w) _____ (h) _____ (c) _____
Email : _____

3. Documents:

#	Item Description	
1.	Debtor's proof of ownership	<input type="checkbox"/>
2.	Copy of the trustees' resolution raising interest on arrear levies	<input type="checkbox"/>
3.	Copy of the debtor's levy statement	<input type="checkbox"/>
4.	Copies of relevant correspondence with debtor	<input type="checkbox"/>
5.	Copy of preferred report template	<input type="checkbox"/>

4. Repayment options:

Examples

- 4.1. Lump sum of R xxx and then R xxx each month thereafter to be paid in addition to currently monthly levy amount of R xxx.
or
4.2. No monthly repayment arrangements will be entertained – debtor has not made payment in over a year.

5. Other Relevant Information:

Examples

- 5.1. On (date) debtor advised he would make payment when he got paid at the end of April 2024 – did not make payment.
5.2. Unit is being rented out – debtor collects rental from the tenant on the last Friday of every month.
5.3. Sent debtor three letters on (date 1), (date 2) and (date 3) reminding him to make payment.