
Procedure for Airbnb and Short-Term Accommodation where Owner is not on Site.

1. The following procedure is set out to ensure that Sabie Eco Estate continues to be a place that allows its residents to enjoy peaceful occupation of their properties. Sabie Eco Estate is primarily a residential site and not a holiday centre.
2. All Owners who let out their properties for short term accommodation must first register their intention with the Estate Manager in writing. The Owner will be given a copy of these regulations and will be asked to sign a copy to ensure they understand them. The signed copy will be kept on the Owner's file.
3. Short-term rentals are for no more than thirty days. Rentals for any period longer than that must first obtain permission from the Estate Board. This permission will not be necessarily refused but will be subject at all times to the rules of the Estate and will be withdrawn if those rules are continually breached.
4. The Estate manager will have 24-hour responsibility for the tenants on site and will deal with any issues occurring with the rental (including noisy and disruptive behaviour).
5. Before the allotted rental, a list with the names of the tenants, including the driver/s ID or passport details and the period of their rental will be given to the Estate Manager. The list will also include the name and contact details of the 'Host'. This list, submitted in the Estate designed format, will be made available to the staff at the entrance gate in time for the rental and will include a onetime CODE (as set by Estate management) to allow multiple entries during the recorded rental period. Details of the rental need to be sent to the Estate Manager during business hours (07h00 – 16h00) Monday – Friday, excluding weekends and public holidays. Details must be submitted on the day before arrival and weekend notices will not be registered until the next working day. Notifications outside of these periods may result in a refusal to allow guests entry to the Estate.
6. Permission for renters to have friends visit them on the estate must be obtained from the owner who will inform the Estate manager during office hours (079-4928477) as to their identity and duration of stay. All such visitors must leave the estate by 10pm. The visitors will be subject to the same rules as the renters and any breaches of these rules on their part will have the same consequences for the Owner as those committed by the renters.
7. The Estate will ensure that the renters on entry are given a list of the rules of the estate and will be responsible for the renters' behaviour (and any visitors) while on the estate. The Estate has the right to exclude entry to the estate and to terminate the renters' visit without notice if their behaviour is deemed to have broken the Estate rules and caused unacceptable disquiet and hardship to Estate residents.
8. The Estate reserves the right to fine the owner of the property when tenants' behaviour is deemed unacceptable and to refuse permission for any owners to continue to let their

property for three months in the first instance and to impose longer periods if plans suitable to the Estate are not in place to ensure such behaviour is not repeated.

9. In addition, owners who consistently refuse to follow the letting requirements, will be issued with a warning in the first instance. Any further breaches will result, with the agreement of the Board, in a suspension of letting out their property for six months. Any further breaches may incur a longer suspension or a permanent ban.
10. In the situation where the tenants' behaviour causes undue disquiet the Estate Manager will be called in during working hours (8am to 4pm) to help resolve matters. A fine of R1,000 will be added to the Owners' account for this intervention. After working hours Spes Plan will be called in to help resolve matters. The Owner will be fined R1,000 by the Estate and will be responsible for any additional cost levied by Spes Plan. Any second such breach will result in the immediate termination of the renters visit.
11. As a courtesy, Owners should also notify the Estate Manager about visits from friends/family where the Owner is not on site and their names and duration of stay should be emailed to him/her. If questions arise about their behaviour, the Owner will be notified, and he/she may also face fines if such behaviour continues.

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