

'Clean Sweep' 2019

Due to the extensive movement and as a standard security procedure, Riverglades will be conducting a 'clean sweep' to update residents information as well as to ensure all parties are refreshed on the conduct rules (as many are not complying)

The procedure and requirements will be as follows:

- An information form will be delivered to every unit, which is to be completed and handed back to the office.
- The information form will also be sent by Angor to all owners via e-mail. (If you are an owner and not residing on the Estate, the information form still needs to be completed by both owner & tenants).
- Both the information form as well as relevant forms to be completed by residents only can also be collected from the office or downloaded from the Riverglades website (www.riverglades.org)
- Complete set of forms are to be emailed back to office@riverglades.org or alternatively hand delivered to the office.

As much as this is a tedious task, it is a necessary one and therefore we are putting a deadline date for this to be completed and returned. In effect this means that should we not have received **ALL** the necessary documentation by Tuesday 5 February 2019 access tags for the unit will be deactivated. This process is vital to ensure ongoing estate security and we trust in your full co-operation.

Summary:

- **Owner (not residing in the estate):** Complete information form
- **Owner (residing in the estate):** Complete information form + all forms listed
- **Tenant:** Complete information form + all forms listed

Thanking you in advance for your co-operation in this matter. If you have any queries please don't hesitate to contact the office.

Kind regards

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