

PEARL VALLEY

— HOME OWNERS ASSOCIATION —

List of documentation required for application to be listed as an HOA Approved Building Contractor

Revised: February 2025

Please number each document as indicated:

Note: Documents must not be older than 3 months.



1. Company – CIPC registration documents
Trust – Copy of Trust deed and authorisation letter
Individual – Copy of ID/passport
2. Proof of physical address
3. Directors / Trustee resolution appointing the authorised representative of the Company / Trust (N/A to individuals)
4. NHBRC registration certificate.
5. Date of first NHBRC registration.
6. Proof of BIBC registration and letter of good standing.
7. MBA Boland Registration certificate.
8. Date of first MBA Boland registration.
9. Workman's Compensation registration number & letter of good standing.
10. Health and Safety letter of good standing.
11. SARS letter of good standing.
12. Bank letter of good standing.
13. A brief portfolio of projects undertaken in the past five years.
14. Trade references.
15. Letter from property owner/client.

All of the above should be included in a single proposal that will be sent for consideration by HOA Management.

Please email Andries Roux at bco@pvhoa.co.za with your application or any queries regarding your application.