

PEARL VALLEY

— HOME OWNERS ASSOCIATION —

BRR Checklist for issuing of Occupancy

Revised Oct 2025

SG Number: _____

Owner: _____

Principal Agent: _____

Contractor: _____

New Build		Alternation / Addition	
Project Commencement date:			
Proposed Occupancy date:			

OCCUPATION CHECKLIST

Item	Description	Responsible party	Action	Representative Signature	Date
1	Practical completion done	Principal Agent			
2	Drakenstein completion inspection done and approved	BCO			
3	Services connected and working	BCO			
4	Work done according to latest HOA approved plan	BCO			
5	Services checked and in good repair	BCO			
6	All trades complete inside house	BCO			
7	COC's received by HOA	BCO			
8	Signed copy of Acknowledgement of Estate Water management (Annex M)	BCO			

OCCUPATION CERTIFICATE CHECKLIST

Item	Description	Responsible party	Action	Representative Signature	Date
1	All outside work	BCO			
2	Is an Architectural Rider Plan required	BCO			
3	Controlling Landscape Architect inspection complete	HOA			
4	Roads and kerbs checked and in good repair	BCO			
5	Completion of rehabilitation of neighbouring verges or POS	BCO			

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Comments: _____

Occupation granted by: _____
(HOA representative name and surname)

Signature: _____ Date: _____