

**P O Box 39201  
Capricorn Square  
7948**

**Sunrise Boulevard  
Muizenberg  
7945**

**Tel: (021) 709-8100  
Fax: (086) 540-7654**

**14 May 2018**

**Memo 04/2018: OVER-NIGHT VISITORS**

Dear Residents,

The Management Office must be informed of all visitors staying over as per our "House Rules".

**4.13. Guests / Visitors**

4.13.1. All visitors/guests are required to sign the visitor's log book at security before entering the Village.

4.13.2. The security of the Village is of the utmost importance to the Owner and the Operator, and as such we request all Life Right Holders to notify the Village Manager of any guests/visitors who are invited to stay over. Please inform the Village Manager of the number of guests/visitors and also the duration of their stay.

4.13.3. In the event of visitors engaging in a prolonged stay (i.e. more than 3 weeks), prior written permission is to be obtained from the Operator.

Copies of the "over-night visitors" form can be obtained from reception.

Kind regards,



**Melanie Carstens  
VILLAGE MANAGER: EVERGREEN LIFESTYLE VILLAGE MUIZENBERG**