**Access Applications and Biometric Registration**

In order to gain access to the Estate, specific forms need to be completed:

1. Owner/Resident/Tenant Access Application Form – an online application needs to be completed per person to apply for Resident’s access. The form is available online on the website, [www.kyalamiestates.co.za](http://www.kyalamiestates.co.za). Please complete the form online and submit by clicking the ‘submit’ button on the form itself. If you are unable to complete this process please come to the Estate office during office hours for assistance. When you have completed/submitted the form, please come to the office with your **original** identity document or passport, and a valid driver’s license. If you are a tenant please bring a clear copy of your lease agreement with you. We will then process your application. You will then be registered on the Biometric system which will allow you to gain entry and leave the Estate.

If you wish to make use of the tennis or squash facilities in the Estate, you will require a utility card. This card will be registered to your stand and any member of your family will be able to make use of it to gain entry to the facilities mentioned.

1. Domestic Worker / Gardener Access Application – Domestic workers and gardeners who work at your stand on a regular basis need to apply for access. As the Resident, you must complete the form online and print a copy for your worker and then submit the form online as above. Your domestic or gardener needs to bring a hard copy of the **original signed** application form to the Estate Office, during office hours, together with their **original** identity document or passport and valid work permit (if applicable). If they are driving, a valid driver’s license is required.
2. If you are contemplating undertaking renovations, having contractors working at your stand or you intend building on your stand, please contact the Estate Office for contractor access regulations and application forms.