



Reg. No.:
1976/000544/07



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Scan QR Code



*Welcome to
Wingate Park Residents
Association NPC*

Huurkor Admin Pty Ltd

Proudly Your Friend in Property since 1976!

Huurkoradmin
(PTY) LTD
Reg. No.: 1976/000544/07

**Specialist Property Administrators: Sectional- and Full Title Schemes, Residential-,
Commercial- and Industrial Properties, Insurance and Metering Solutions**

Dear Owner

RE: WELCOME TO WINGATE PARK RESIDENTS ASSOCIATION AND HUURKOR ADMIN (PTY) LTD!

The purpose of this letter is to provide you with necessary information to assist you in paying your contributions and directing any queries you may have.

ABOUT HUURKOR ADMIN (PTY) LTD

Huurkor (Pty) Ltd was founded in **1968** by the late Mr. R. J. Venter, a qualified Chartered Secretary, and a member of the Institute of Commercial and Financial Accountants. In **1976**, Mr. Venter established **Huurkor Admin (Pty) Ltd**, commencing with Community Scheme Administration.

In the years since, his legacy and the Company has grown to the giant in Community Scheme Management that it is today, administrating more to 400 Community Schemes, with more than 15 000 clients.

ABOUT WINGATE PARK RESIDENTS ASSOCIATION NPC

This non-profit company is registered to establish a secure neighbourhood by controlled access at the two main entrances into the area.

Wingate Park Residents Association NPC appointed Huurkor Admin (Pty) Ltd to administer the monthly contributions payable to maintain the controlled access system which is R400.00per month for stand-alone houses and R100.00 for houses in existing gated complexes for the year 2023.

The Wingate Park Residents Association NPC committee is counting on all residents to respond diligently to this Huurkor invite to provide your commitment in paying the monthly contribution.

PAYMENT OF CONTRIBUTIONS

The payment of all monthly contributions regarding the property must be made to Huurkor Admin (Pty) Ltd, using your unique reference number for the property as described below.

Monthly payments start once 70 % of the residents have signed up.

Your unique reference number is your street name and number for street addresses, or complex name and number for complex units.

PAYMENT DATE

Contribution accounts are issued on or before the 26th day of each month and will reflect the next month's contributions – contributions are payable, in advance, on or before the **seventh (7th)** day of each month. Should you not have received your statement by the last day of the month, kindly contact us and request the statement to be resent.

UNIQUE REFERENCE NUMBER

Your unit is assigned a unique reference number which can be found on your account statement. Please always use this reference number in any communication with or payments to us, as this will improve service delivery and ensure correct allocations towards your account.

PAYMENT METHOD

The following payment methods for paying your contributions timeously are available:

- **Debit order**, should you wish to pay your account in this manner. A debit order form is attached for your convenience. It is, however, important to note that our debit order system only makes provision for debit orders to run on the first (1st) or fifteenth (15th) day of the month.
- **Electronic Fund Transfer (EFT)** to our bank account. Please ensure that your reference number is captured correctly when doing the transfer.
- **Direct deposit** at any ABSA Bank or ATM. Please ensure that your reference number is captured clearly on the deposit slip.

If the debit order instruction for Huurkor Admin (Pty) Ltd is not received in time to be activated, we humbly request your account be settled by Electronic Fund Transfer or Direct deposit at an ABSA Bank. Banking details can be found below.

BANKING DETAILS

Bank: **ABSA Bank**
Account name: **Huurkor Admin (Pty) Ltd**
Account number: **142 040 0191 or alternatively 404 890 4868**
Branch Code: **632005**
Reference: **Unique reference number**
Swift Code: **ABSAZAJJ**

Your unique reference number is your street name and number for street addresses, or complex name and number for complex units.

Huurkor Admin (Pty) Ltd is listed as a public beneficiary at some institutions. When using the public beneficiary function, kindly use your unique reference number in the field marked as "Account number".

It is not necessary to send us a proof of payment, as our software will automatically allocate your payment to your account if the unique reference number is used, though it is advised that you keep the proofs of payment safe if a query should arise.

FEES AND CHARGES

Normal day-to-day fees and charges are included in your monthly contribution amount.

However, please note that additional charges will be added to your account in the event of additional work required, as per our standard fee structure, "*per occurrence for certain events only*". These additional charges will include unpaid debit order notifications/reminders, incorrect reference numbers used by residents which our office need to rectify and allocate correctly, debt collection fees, access control information and/or changes, etc.

UPDATED INFORMATION

If you receive this e mail incorrectly and are not residing at a property in the Wingate Park Residents Association NPC area, please be so kind as to reply to this e mail stating your position.

Your information will not be sent to or shared with any party not related to the Huurkor Group, unless authorized to do so, in accordance with POPIA and PAIA.



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MESSAGE FROM THE PORTFOLIO MANAGER

It gives me great pleasure to welcome you and introduce myself to you as the Portfolio Manager for your Scheme! I will be supported in this important task by my capable Portfolio Assistant.

You are most welcome to contact me or send me any of your queries, troubles, or feedback via the contact details below, and I will assist as much as possible in having it answered or resolved.

Your Friend in Property,
Karen Jordaan

CONTACT DETAILS

Please don't hesitate to contact us with any queries:

Your Friend in Property



☎ (+27)12 884 4840

🌐 www.huurkoradmin.co.za

@ hkadmin@hkadmin.co.za

📍 Hatfield, Sunnyside, Montana Park

Dedicated contact details:

@ wipra@hkadmin.co.za

Portfolio Manager Karen Jordaan

☎ (+27) 12 884 4866

@ Karen@hkadmin.co.za

Portfolio Assistant: Karel Small

☎ (+27) 12 884 4856

@ kjsmall@hkadmin.co.za

The *domicilium citandi et executandi* of the Scheme is that of Huurkor Admin (Pty) Ltd and are filed as follows with the Community Schemes Ombud Service:

Huurkor Admin (Pty) Ltd, Huurkor Building, 347 Hilda Street, Hatfield, Pretoria 0002