NATIONAL HOME BUILDERS REGISTRATION COUNCIL
NHBRC

GAUTENG
Tel: +27 11 317 0000
Fax: +27 11 317 0105
Toll Free No: 0800 200 824
Fraud Hotline: 0800 203 698

PHYSICAL ADDRESS
27 Leeuwkop Road,
Sunninghill,
Johannesburg 2191

POSTAL ADDRESS
P. O. Box 461
Randburg, 2125
Docex 96 Randburg

ASSURING QUALITY HOMES

FOR OFFICE USE ONLY ENGINEERING SERVICES		FOR OFFICE USE ONLY ADMINISTRATION OFFICE
Geotechnical Engineer	Structural Engineer	Admin Officer
Reviewed: Date:	Reviewed: Date:	Reviewed: Date:

PROPERTY DETAILS:

ERF NO:

TOWNSHIP:

HOMEBUILDER'S NAME:

REGISTRATION NUMBER:

LATE ENROLMENT CHECKLIST

LATE ENROLMENT			
No	**Item**	**Mandatory**	**Attached**
1.	EF003/ ST003	Yes	
2.	Appendix B1	Yes	
3.	Housing consumer index form and certified ID/Passport copy	Yes	
4.	BS001 (IBT or Timber) if applicable	No	
5.	Copy of Builder Registration Certificate	Yes	
6.	Builder's ID certified copy	Yes	
7.	Cost breakdown of building cost and signed contract between HB and HC	Yes	
8.	Title deed/deed of sale/ Permission to Occupy (PTO)/Consolidated Title Deed with a letter from the Attorney/ Notarial Deed Lease	Yes	
9.	Full Set of Approved plans (Approved within 12 months) / (not applicable for Rural)	Yes	
10.	SANAS-accredited Laboratory Test results were available	Yes	
11.	Appendix D1	Yes	
12.	Annexure 15- Late Enrolment Questionnaire/ Report	Yes	
13.	SG Diagram	No	
14.	Proclamation document	No	
15.	Bank Rating letter / Letter of good standing / HB's insurance	Yes	
16.	Power of Attorney (Homebuilder to Facilitator) if applicable	No	
17.	Annexure A – Mandatory Technical Requirements for Home Enrolment	Yes	
18.	Annexure B - Guidelines for Late Enrolments: Forensics and Remedials	Yes	
19.	Occupation Certificate (where applicable)	No	