

ANNEXURE A OF SCHEDULE OF APPOINTMENT CODE: 1___ - 0___ -SAO___

CLIENT DETAILS

Full Name		
ID No.		
Company Name		
Company Registration No		
Physical Address		
Postal Adress		
Contact Details	Work	
	Home	
	Cellphone	
	Email	

PROPERTY DETAILS

Estate		
Home Owners Association (HOA) (If Applicable)	Yes / No	
	Contact No.	
	Email	
	Website	
Property Address		
Erf No		
Size of Erf		
Size of Residence		
Double/Single Storey		
Initial Overall Budget		
Initial Budget per m ²		
Comments		

FAMILY INFORMATION

Spouse Name		
Spouse Date of Birth		
Contact Details	Cellphone	
	Email	
Dependant/s	Yes / No	
No. of Dependents		
Names of Dependents	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
Dependants' Date of Birth	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

STANDARD CHECK LIST FOR PROPERTY

DESCRIPTION	SIZE	GROUND FLOOR	FIRST FLOOR	COMMENTS
PARKING / STORAGE				
Single Garage				
Double Garage				
Carport				
Garden Store				
Store Elsewhere				
Gas				
Battery Storage				
ENTRANCE				
Porte Cochere (Covered Entrance)				
Single Volume Entrance				
Double Volume Entrance				
Lobby/Foyer				
Sculptural Staircase				
Secondary Staircase				
PUBLIC AREA				
Formal Lounge				
Living Room/TV Room				
Dining Room				
Kitchen (Open/Closed)				
Pantry				
Scullery				
Laundry				
Study/Office				
Entertainment Area				
External/Internal Bar				
Kids Playroom				
Guest Bathroom/Toilet				
Change Room				
Patio (Enclosed/Open)				
Braai on Patio				
MISCELLANEOUS				
Swimming pool				

Splash Pool				
Jacuzzi				
Steam Room/Sauna				
Gym				
Cinema				
Wine Cellar				
Boma				
Linen Closet				
Staff Quarters				
Staff Bathroom/Toilet				
PRIVATE AREA				
Bedrooms				
Guest Bedrooms				
Walk-In Closets				
Bathroom En-Suite Shared				
Pyjama Lounge				
Study				
Nursery				
Safe (Walk In)				
Balconies				
Type Of Balustrading				
MASTER BEDROOM				(OPEN / SEMI / SEPARATE)
Walk-In Closet				
Dressing Table Area				
Loungette				
Bathroom				
Toilet (Open/Enclosed)				
Bath (Fixed/Feature)				
Shower (Double/Single/Steamer)				
Double/Single Basins				
Balcony				