



HOUSE RULES

Building, Common Areas and Rooms

- Always keep your room clean and tidy.
- Keep the bathrooms and kitchens clean.
- Stale, uneaten or waste foods must be discarded immediately in the bins provided in your room. Your room bin must be emptied daily in the bins at the refuse areas.
- Rooms may be inspected twice a month.
- Should we find that the state of your room is a potential health hazard, you will be informed to clean your room. Should you consistently keep your room in such a state, arrangements will be made for your room to be cleaned and all costs involved for this service will be for your own account.
- Please ensure that prior to vacating your room for weekends, vacations, or any reason whatsoever, your room is cleaned, and all food stuffs are disposed of.
- Bed linen should be changed and washed on a weekly basis.
- The furniture and fittings that are provided in your room, may not be removed by you. This can only be done when repairs or maintenance is being done by one of our staff members.
- Clothes or other items may not be hung from the windows of the building. Should we find that this is being done, a fine will be imposed by management.
- Wet clothes are not to hung in your room on any of the furniture or doors.
- Laundry should only be done in the laundry room provided on the 4th floor, not in the apartments.
- No graffiti, damages or littering is allowed in the common areas of the building as well as your room.
- You are not allowed to stick (with tape or Prestik) anything on the walls or make holes for hanging frames, hooks etc. Should this be found you will be liable for the fixing of this and you will be invoiced accordingly.
- Toilets (in your room or public area) must not be used for the disposal of any foreign objects. Only toilet paper may be flushed down the toilets.

Residential Floor Access

- Residents are to ensure that they close the security entrance door properly behind them, so that no unauthorized person/s can enter the floor behind them.
- Unaccompanied persons will be asked to leave the residential floors immediately and will be reported to security and management.
- All residents will enter and exit the building via the main security entrance leading onto Adderley Street.

Security and Safety

- The company and its employees cannot be held responsible for any losses that may occur whilst residing in our building. Please ensure you keep your room locked at all times.
- The key to your room must never be given or lent to any other person.
- It is important that you take good care not to leave your keys in a place where it could be stolen or lost.
- The issuing of lost keys will be for your own account and will be payable before another key is issued to you. The approximate turn-around time for a replacement key is 36 business hours.
- Tampering with any security or fire equipment is a serious offence and is strictly forbidden. Should we find that you have tampered with the security and/or fire equipment in any way, this will result in disciplinary action and a fine of R2000.00. This could also lead to possible legal prosecution.
- The use of candles, oil lamps, incense or anything that produces a naked flame, is a potential fire hazard and therefore strictly forbidden to be used in your room or any areas of the building.
- We reserve the right to search all bags (yourself and your visitors) and rooms at any time. Should we find any firearms, weapons, alcohol, drugs or any illegal substance, this will be confiscated.
- A fine of R2000.00 will be imposed for each transgression mentioned in this document, unless stated otherwise.

Visitors

- In a single apartment 2 visitors are allowed (external/internal).
- In a sharing apartment each occupant is allowed 1 visitor (external/internal).
- You will be required to accompany all visitors whilst on the premises.
- No visitors can remain in the building without your presence. Should you leave the building, your visitors will be required to leave the building as well.
- Visitors are welcome, provided they comply to the house rules.
- You will be fully responsible and financially liable for any damages caused by your visitor/s.
- Visitors are allowed in the building from 09h00 to 23h00
- Sleeping overnight is not permitted unless prior arrangements have been made with management.
- 4 free sleepover will be given every month and does not carry over to the following if not used at management discretion. This request could be declined or charged.

Water and Electricity Consumption

- Please try and save electricity where you can.
- Electricity is available at office 302 from 8am – 4pm Mondays to Thursdays and 8am – 1pm on Fridays
- Please switch off all lights and electrical appliances while not in use and when you leave the room.
- Ensure that all stove plates are turned off when not in use.
- Water should be used sparingly as our water levels in Cape Town are very low. Please bear in mind that our provincial government have implemented water restrictions.

Nuisance

- Disorderly behavior will not be tolerated and may lead to the termination of this lease. In cases like these, you will be liable for the full charge set out in the lease agreement.
- Any form of insubordination will not be tolerated and may result in disciplinary action and possible termination of this lease.
- The playing of music at unreasonable sound levels is strictly forbidden. Management

reserves the right to confiscate any music equipment if the Lessee does not adhere to this rule.

- Shouting and running in passages, or any area of this building, is not permitted.

Smoking, Drugs and Alcohol

- This building is a smoke free building. Any smoking in the building and all rooms are strictly prohibited. Should we find that you are not complying to this rule, a fine of R2000.00 can be imposed by management.
- There is a dedicated smoking area on the 3rd floor on the outside balcony and between ground and 1st floor.
- Alcohol is not allowed on the premises.
- Drugs are strictly forbidden. If found in your possession, management reserves the right to immediately terminate the lease agreement and this may result in possible legal prosecution.

Fine Charges

- Below are the fines for breaking our house rules.
- Payment is not negotiable and it must be paid immediately.
- Failure to pay the fine will result in termination of the lease.

Smoking in room	R2000.00
Found in position of drinking Alcohol in the building	R1000.00
Playing loud music	R1000.00
Tempering with fire equipment	R2000.00

Student at Home Representative

Tenant

Date