



## HOUSE RULES

### WATER AND ELECTRICITY CONSUMPTION

Included in your rental is an amount allocated for the use of water. In order to maintain the level charged, we request that you:

- use only the minimal amount of water required. Please switch off all lights and electrical appliances while not in use or when you leave the room / flat;
- bar heaters are not allowed;
- water should be used sparingly. Please report any leaks to the caretaker as soon as they are noticed;
- dump rubbish (including food uneaten or stale) in the dust bins provided, which must be emptied daily into the big refuse bins;
- keep the bathrooms, lounge and kitchens in a clean state as you would like to find them;
- ensure that all stove plates and ovens are turned off when not in use and;
- that all taps are closed

Should any flooding occur due to negligence of the Lessee, all costs will be for the Lessee's account.

The electricity in the flat is prepaid and all the lessees of the flat are jointly responsible for the purchasing of electricity units.

Should we find that the water charge for the building exceed that provided for, we will be obliged to increase the rental to accommodate the water shortfall.

### CONSIDERATION FOR OTHER

Serious and disorderly behavior that results in the disturbance of others may lead to immediate termination of the lease agreement. In such cases you will be liable for the full charges set out in lease agreement.

Playing of music or other sounds at unreasonable levels is strictly forbidden. The Lessor reserves the right to confiscate any music equipment in the event that the Lessee does not adhere to this rule. Such equipment will be returned to the Lessee at the lease period.

Shouting, calling or talking in a raised voice is not acceptable. Running in corridors or in any other areas of the building is not permitted.

### CARE OF THE BUILDINGS, COMMON AREAS AND ROOMS

You must keep your room / flat clean and tidy at all times. We will endeavour to provide a vacuum cleaner for your use. Should the vacuum cleaner be damaged or abused whilst in your possession we will recover such costs directly from yourself. The furniture provided in your room / flat may not be removed from your room / flat, or the building, without our prior consent. The full cost of repairing any item of furniture or electrical appliance provided by us will be charged to you with an appropriate administration charge of not less than R800.

Insects and rodents are a health hazard – all food kept in your room / flat must be stored in suitable containers or wrapped tightly, this prevents insects or rodents from accessing it. Stale, unfinished or waste food must be immediately thrown in the dustbins provided in the kitchens. All rooms are inspected at least once a month. Any damage found to the room / flat on inspection will be billed directly to you on a month to month basis. Should we find that the state of your room is such that there may be potential health hazard, you will be formally requested to clean your room / flat. Should you consistently keep your room / flat in such a state we will arrange for the room / flat to be cleaned and all costs will be for your account.

You will ensure that prior to vacating the room / flat, for weekends, vacations or otherwise, that your room / flat is cleaned and that any form of food or drink is stored away or thrown out and that pots, pans, cups and plates are cleaned. We reserve the right to clean your room / flat in your absence and hold you accountable for costs incurred (which will not be less than R800) and we will not be held responsible for any losses.

Cooking of food in your room is strictly forbidden. You may not remove any microwave ovens or hot-plates supplied from the kitchen for cooking in your rooms or otherwise.

Clothes or other items may not be hung from the windows of the building.

No posters or other items may be permanently affixed to the walls, windows or furniture of your room or any other part of the building. It is in your best interests to keep the building in a clean state, please do not soil, mark, litter or damage the common areas of the building. Toilets must not be used for the disposal of any foreign objects, only domestic toilet paper may be flushed down the toilet.

### SMOKING, DRUGS AND ALCOHOL

The building is a smoke free building. Smoking, drinking or the taking of drugs is strictly prohibited within your room and in the common areas of the building. Consumption and storage of alcohol is not allowed in your room or in the building. You will not use, store and sell non-prescription drugs or narcotics in the building. Should alcohol or any form of drugs be found on your person or in your room, we reserve the right to immediately terminate the lease agreement and take whatever legal action that may be necessary against you.





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### MEDICAL CONDITIONS AND DISABILITIES

Should you suffer from any medical illness or disability, we would appreciate you notifying us in writing so that we are in a position to be of assistance in the event of a medical emergency.

### SECURITY AND SAFETY

We cannot be held responsible for any losses that you may incur whilst residing in our building / Flat / Room. In light of this, please keep your room/flat locked at all times and ensure that the windows are fully closed when you are not present in your room/flat.

The key for your room/flat must never be given or lent to any other person. You should ensure that there are no key tags or identification that would make it easy to identify the room/flat or building that the key belongs to. It is vital that you take good care to ensure that you never leave your keys in a place that they could be stolen or lost. We will not be held responsible for any theft or burglary involving your possessions.

Lost keys lead to the issuing of new keys and you will be held responsible for the cost of and the issuing of replacement of new keys (approximately R350.00) together with an administration charge as a locksmith will be required to be called in. Approximate turn around time equals 36 hours.

Tampering with any security or fire fighting equipment is a serious offence and is strictly forbidden. Should you tamper with the fire equipment in any way, we reserve our right not only to have you arrested but to lay criminal charges against you. The cost of restoring such equipment will be for your account (minimum charge of R500 for tampering with equipment).

The use of candles, oil lamps, incense okka pipes or anything that produces a naked flame is a potential fire hazard and is strictly forbidden to be used in your room or any other part of the building.

We reserve the right to search bags (yours or your visitors) at any time and confiscate any firearms, weapons, alcohol, drugs or any other illegal substance.

### VISITORS

Visitors are welcome provided they observe these house rules and the lease agreement. All visitors are required to report to caretaker and are not allowed direct access to your room.

You will be required to fetch all visitors from the foyer. No visitors are allowed to remain in the building without your presence. Should you leave the building, your visitors must also leave the building. You will be wholly responsible and financially liable for any damages caused by your visitor. Visitors have access to the building from 12h00 to 20h00 or as per arrangement with the caretaker.

Sleeping overnight is not permitted. Should we find that you have granted a visitor the right to sleepover, we will charge you an amount of R380.00 per visitor per night for the room.

Prior arrangement can be made for visitors to be accommodated in our buildings at a cost of R280.00 per visitor per night payable upfront and a designated room will be made available to the visitor(s) if available. Management reserves the right to place further restrictions on the access of visitors in the event that utility consumption increases dramatically, visitor's behavior is inappropriate or the people carrying capacity of the building is compromised in any way.

## GENERAL

Firearms or any form of weapon, eg. Knives, batons etc, is strictly forbidden.

No group meetings or demonstrations will be permitted without our prior approval. Pamphlets of any nature may not be placed or handed out in the building without our prior consent.

Failure to observe these House Rules will constitute a breach of the Lease Agreement. A FIRST AND SECOND WRITTEN WARNING WILL BE ISSUED ON FIRST 2 OFFENSES AND A FINAL WRITTEN WARNING WILL BE ISSUED ON THE 3<sup>RD</sup> AND LAST OFFENCE WHICH WILL INCLUDE NOTICE TO TERMINATE THE LEASE AGREEMENT AND TO VACATE THE PREMISES (CANCELLATION FEE WILL APPLY).....