



UNIT NUMBER	
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SITE NAME	LYNNWOOD
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ANNEXURE C

RULES AND REGULATIONS

We want to create a happy home away from home. Varsity Lodge is a student accommodation lodge with high standards and values where exemplary and good behavior, respect, consideration, care and adhering to laws are regarded as high priorities.

You are kindly requested to adhere to the following rules, which will ensure your safety, peace, quiet and an environment conducive to successful study. The following House Rules are applicable to all the Occupants. Only the Property Owner, in its sole discretion, will consider any exceptions to the House Rules.

1. Important provisions in regard to accommodation

Accommodation is accepted and provided for a full academic year, covering the period 1 January 2019 - 31 December 2019. All occupants must be registered as a full time student at a recognized educational institution. Only one occupant may occupy a room.

2. Summary of Responsibilities of Occupants:

Occupants shall:

- Respect and comply with the rules and regulations as set out below.
- Respect the individual rights of choice and opinion of their residence
- Keep residential environment in a clean living condition
- Report whatever irregular deeds by own or fellow occupants in and around the premises.
- Make use of facilities with responsibility and accountability in accordance with the rules and regulations
- Abstain from all conduct which discredits the accommodation
- Not harbour any unauthorized persons on the premises.
- Not infringe rules in the residences; infringement of any rules by occupants shall be subjected to disciplinary procedure.
- Not cook in the bedrooms or any other area than the designated areas

3. Health and Illness

3.1 Pregnancy

The accommodation does not have facilities for pregnant students, and therefore the Property Owner cannot be held liable or responsible for any injuries or complications related to pregnant students. No infants or children are allowed to stay on the premises.

Parent

Occupant

3.2 Illnesses and Medical conditions

If a student is suffering from a serious medical condition, it should be communicated to the Property Manager.

4. Bedrooms:

- The occupant's room is the property of the Property Owner and shall not be damaged in any way.
- No occupant shall without prior permission by the Property Manager exchange rooms allocated to them.
- All furniture and equipment shall not be removed from any part of the accommodation without approval by the Property Manager
- No occupant shall tamper with electrical wiring or fittings
- The Property Owner reserves the right to inspect rooms as stipulated in the contract
- Occupants shall not do any alterations to the room or electrical equipment in the accommodation
- Occupants take full responsibility for their rooms.
- Occupants must clean and tidy their own bedrooms.
- No Nails or sharp objects may be hammered into the walls.
- Each Occupant is fully responsible for the condition of his/her room.
- No sharing of bedrooms will be allowed.
- 1 person per single room will be allowed.
- No Toasters, kettles or microwaves are allowed in bedrooms.
- Management has the right to inspect the rooms at any time prior to 24 Hours' notice.
- Maintenance reserves the right to do suitable and/or necessary maintenance and repair work by appointment.

5. Maintenance

- Any maintenance problems in a room or unit must be reported to the office immediately.
- Upon arrival an incoming inspection list will be in every Occupant's welcome/arrival folder. All documents needs to be completed and submitted within 48 hours in order to load your finger prints on the biometric finger print system for access control.

6. Damages

- Damage caused by the Occupant will be repaired by the maintenance team of the company at the Occupant's expense.
- Should the identity of the guilty occupant in sharing units not be determined, the cost will be split amongst the Occupants occupying that specific unit.

7. Holidays during the Academic Year

- Occupants do not have to vacate their rooms during holidays through the year unless notice is given that the residence must be vacated due to an emergency.
- All electrical appliances and fridges must be switched off before going on holiday.

8. Vacating a room at the end of the contract

- An outgoing inspection will take place to establish any damages.

Parent

Occupant

- All keys needs to be handed in upon departure
- Any damages, lost keys will be deducted from the Occupant's deposit.

9. Furniture

- Furniture or any appliances belonging to Varsity Lodge may not be exchanged or moved from one room to another.
- Any damages to furniture should be reported to the office immediately.

10. Visitors

- Occupants are responsible for the conduct and safety of their visitors at all times.
- Visitors MUST sign in and out at all times with Security – failure to comply will result in a fine.
- No Occupant may have more than 5 visitors.
- No visitors are allowed to remain in the building or on the premises without the Occupant being present.
- Occupants will be fully responsible and financially liable for any damages caused by their visitors.
- Day visitors have access to the building and premises from 08h00 - 22h00 only.
- Visitors may not bring any dangerous weapons onto the property.
- Visitors will not be allowed to park cars at random but only at places designated for visitors parking.

11. Sleepovers

- Sleepovers are not allowed for more than 2 nights per week from Monday – Monday.
- Fines of R250.00 will be charged to the Client's account - per visitor per night should you fail to book your sleepovers at the office.
- Management reserves the right to place further restriction on the access of visitors.

12. Alcohol and Substance Abuse

- No alcohol or any form of illegal substances is allowed on the premises.
- Intoxication or abuse will not be tolerated and would result in cancellation of your contract and immediate eviction. In such event the standard cancellation policy will apply.

13. Weapons or Firearms

- No weapons or firearms will be allowed on the property at any time.

14. Noise

- Occupants & Visitors will conduct themselves in such a manner not to be a nuisance to any occupant or neighbour.
- No noise will be allowed between the hours of 22h00 and 08h00 daily.
- Radios or any other instruments associated with music, and televisions may not be used in such a manner to annoy or disturb any other occupant or the surrounding neighbourhood.
- Occupants must control and manage their visitors to avoid any nuisance or disturbance to their Occupants and the surrounding neighbourhood.

15. Pets

- No pets are allowed on the property.

Parent

Occupant

16. Units General

- Do not leave taps open, close after use.
- Leaking taps and running toilets needs to be reported immediately.
- Please remove all plugs from basins after use.
- No foreign objects may be flushed down the toilet.
- Windows should be closed when you leave your unit.
- No foreign objects, parcels, food, cigarette buds, bottles, cans, stones or similar items to be thrown out the windows or from balconies, failure to adhere will result in a R500.00 fine.
- No dirt or rubbish may be swept out of doors onto the dump rocks, gardens or passages.
- Use black dustbins provided for rubbish outside.
- No electrical appliances should be left on. Unnecessary electrical consumption will be collected from the occupant.
- Please keep your doors locked at all times.
- Please do not distribute your key to other Occupants, visitors, friends or family.
- Please report any signs of bedbugs, cockroaches, ants, pests etc. to management.
- Management does not take responsibility for any loss or damage of your property.
- Management reserves the right to transfer occupants to other rooms when necessary.
- NO CLEANER may wash an occupant's dishes at any time. Cleaners clean only the common areas (living area and bathrooms) on a daily basis.
- Occupants are fully responsible for washing their own dishes. The Property Manager may confiscate dirty dishes if the occupant does not comply with this rule and a penalty fee may be charged to release the dishes to the occupant. Dirty dishes create unhygienic and unhealthy living conditions.
- Cleaners may not clean bedrooms (sharing and/or single rooms) at any time.
- Common areas are collective responsibility; we rely on the full co-operation of all the Occupants at any given time.
- Occupants shall not hang or place anything (including but not limited to washing) on the inside or outside of the Room or the Building that is visually unattractive when viewed from the Premises or from the street.
- Occupants will not be allowed to hang clothes to dry other than on the washing line provided on the premises.

17. Laundry

- No clothes may be washed and/or ironed inside units and hang to dry in public areas, common areas, balconies.
- Please use the laundry provided for washing of clothes.
- No hand washed laundry should be thrown in tumble dryers at any time.
- Please remove your washing from lines and dryers as soon as it's done.
- Please keep the laundry area neat and tidy at all times.
- No Occupant are allowed to wash visitors' or family member's laundry on site.

18. Premises General

- Occupants must not interfere with the reasonable peace, comfort and privacy of other Occupants.

Parent

Occupant

- No Occupant or visitor are allowed to tamper with vehicles, electrical boxes, fire extinguishers, windows, taps, fire hydrants, fire hose reels, gate motors , DVR enclosures.
- If the Emergency Equipment is used for any other purpose the Occupant will be liable for the full replacement cost and any call out fees connected thereto.
- Gardens are there for enjoyment not damaging of plants, trees, lawns and hedges.
- No meetings or gatherings of any nature will take place on the premises unless prior written consent has been obtained from the Management.
- Should an occupant wish to give something to a staff member or security guard a letter should be written and handed in at the office.
- Garbage will be collected daily excluding Sundays and Public Holidays.
- Occupant shall ensure their vehicles and the vehicles of their visitors do not drip oil or brake fluid on to the common property.
- Vehicles may only be parked in the allocated parking bays. If a vehicle is parked in the wrong place the wheels will be clamped and there will be an R250 penalty fee applicable to remove the clamp. The penalty fee will be payable on demand.
- No Occupant shall be permitted to dismantle or effect any major repairs to any vehicle on the common property.
- Vehicles may not travel in excess of 5km/h on any portion of the common property.
- Any vehicle parked unlawfully or standing or apparently abandoned on the common property may be towed away at the expense of the owner. Use of the parking area is on own risk. Varsity Lodge will not be liable by virtue of the theft of/or damage to vehicles parked on the property or for the injury or death of or loss of property of anyone on the property.
- Insurance of vehicles, motorcycles and bicycles are the owners' responsibility and must be locked at all times.
- Vehicles may not be washed anywhere on the property.

19. Entertainment Area

- Any braai or gathering at the entertainment area should be booked in advanced with the Property Manager.
- An indemnity form must be completed and any outside visitors should be listed.
- Security has the right to stop any disruptive parties.
- Braai areas should be clean and neat after use.
- Tampering with any of the entertainment area equipment and/or furniture will result in a fine.

20. Behavior

- Occupants should be dressed properly and decently when appearing in entertainment area, office, laundry or in any common areas.
- At no time are occupants permitted to become abusive (verbally or physically) towards any other occupant, employee, and manager or security officer.
- No fighting, swearing or disruptive behavior will be tolerated.
- Occupants must respect the cultural differences of other occupants.

21. Security

- Security guards are there for the occupant's safety and security.
- They are on duty 24/7 and should be respected at all times.
- Security may not enter occupants units at any time.

Parent

Occupant

- Security has the right to remove individuals if they are causing any upheaval or disturbance and inform the Property Manager and Head of Security.
- Security has the right to ask occupants to behave and turn music down.
- Security has the right to search any occupant or guest vehicle at any time.
- Occupants will be responsible and ensure that:
 - a) Vehicle gates are closed before driving off.
 - b) Doors to buildings are closed and locked before leaving the building.
 - c) Report lost/stolen keys to the Property Manager and pay for any costs related to the replacement immediately after an incident.
 - d) They do not open the pedestrian gate or any other access point for any unknown person at any time.
 - e) Bedrooms are locked at all times.
 - f) Close windows when leaving the unit.

22. Smoking

- No smoking of cigarettes or any other form of smoking will be allowed in the rooms or units. Smoking is only permitted in the designated outside areas where wall ashtrays are provided.
- Burning candles, oil burners, incense burners, bar/oil heaters and hubbly bubbly are prohibited at all times.

23. Lost Keys

- Lost keys must be reported at the office immediately.
- A fee of R100.00 per key will be payable to replace your keys should you report it within office hours.
- Lost keys after hours should be reported to the Property Manager and a R300.00 call out fee will apply in addition to the charge to replace the keys.

24. Vehicles

- Occupants may only park in parking bays, no parking is allowed on any other area on the property.
- Occupants must ensure their vehicles do not spill oil or brake fluid as the cleaning thereof will be for the Occupants account.
- Occupants Park on the Premises at own risk. Varsity Lodge will not be held liable for any loss or damage to any vehicles on the premises.
- Visitors may only park in allocated bays appointed by security

25. Bicycles

- Bicycles may only be stored in the bicycle storage areas and are not allowed in any communal area of units.
- Bicycles must be locked and secured at all times.

26. Refuse Disposal

- Refuse must be disposed of in the allocated municipal bins in the dustbin rooms provided.
- Refuse includes waste, cigarette buds, left overs and bottles.
- No refuse may be thrown out of the room or building windows.
- Cleaning Ladies will remove refuse from the communal dustbins on a daily basis excluding Sundays and Public Holidays.

Parent

Occupant

27. Reporting of any fault and/or transgressions of these rules.

- Occupants can anonymously report any fault and/or a transgression of these rules, in writing to the office or in case of an emergency telephonically.

28. Penalties for transgression of these rules

On receipt of any complaints from other occupants or complaints lodged by the Property Manager against the occupant, the complaints will be investigated and should it be valid the Property may at his/her sole discretion apply the following penalties:

- 28.1 A first complaint be entitled but not obliged to impose a fine of at least R500.00 against the Occupant and charge such fine to the Client's monthly account.
- 28.2 A second complaint be entitled but not obliged to impose a fine of at least R500.00 against the occupant and charge such fine to the Client's monthly account as well as a final written warning.
- 28.3 A third complaint be entitled but not obliged to terminate the service and Residence Agreement of the occupant and/or to take such legal steps as he deems fit. If the Property Owner in his sole discretion is of the opinion that any transgression of the House Rules is of such a serious nature that it constitutes a breach of the Agreement, the Property Owner is entitled to take such steps required in order to terminate the Agreement without any previous complaints having been lodged and or fines having been levied against the occupant. If, at the Termination date of the Agreement any amounts/fines/additional fees are still due and unpaid by the Occupant/Client, the Property Owner will be entitled to deduct such amounts due from the Deposit of the occupant/client, prior to refunding any balance thereof to the occupant/client.

29. General Information

The Property Manager will be at the Office during the following hours.
Monday – Friday 08h00 – 16h00
Saturdays 08h00 – 12h00

OCCUPANT (STUDENT)

WITNESS

CLIENT (PARENT/GUARDIAN/BURSARY)

WITNESS

**PROPERTY MANAGER on behalf of the
Property Owner**

WITNESS

Parent

Occupant