

HOUSE RULES, Annexure B

1. GENERAL:

We cater for the serious student and therefore want to provide an atmosphere conducive of studying as well as a secure and peaceful living experience. These rules are put in place to assist the lessees, security and management to try and achieve the above results. We have an open-door policy so please contact any of our management personnel when you need assistance or advice regarding the rules.

Our Aim is to create an environment in our accommodations that is suitable for students, where you can LIVE, LEARN and RELAX with responsibility.

2. ACCESS CONTROL:

Vehicle Entrance:

Once your contract agreement is in place access can be arranged. You must obtain a remote for your own use and make arrangements with the lessor or managerial personnel who will set up your remote with the gate motor in order to gain vehicle access.

There is a key pad set up at the gate. Once your contract and contributions are in place you may be issued with the keypad code in order to gain access. This Gate or Keypad code is for all lessees to use. **This is our first line of security**, so please don't give this gate codes to friends of anyone else. If it is found that you violated this rule, you will receive a R1000 fine, and your room will be locked until you paid the fine.

Residents must fetch and leave their visitors at the gate.

3. INSIDE YOUR UNIT

1. Please keep your unit neat and tidy. Cleaning of the communal areas will be done on daily basis from Mondays to Fridays.
2. Inspections will be held quarterly by prior arrangement with tenants as well as at the end of the year before departure or at any time you cancel your stay. The reason for this is to keep the standard of the units the same throughout the year and to repair items as we go along. If there is no cooperation regarding the inspection of units the management will have the right to do the inspection on their own. It is the responsibility of the tenant to grant access to the owner or the managerial personnel for inspection.
3. All electrical appliances should only be used as per the instructions. Any damage caused by abuse will be for the lessee's account.
4. When you go on holiday, please ensure that you have enough electricity to maintain the communal areas for the duration of your absence. Switch off the geyser and all unused appliances.
5. The unit and the front door keys must be handed in at our managerial office before departure. If something went wrong inside your unit while you are away on holiday, we might need to enter your unit in the case of an emergency.
6. Upon your permanent departure please arrange, well in advance, with the office for the final inspection and delivery of all keys.
7. The bathrooms require ongoing cleaning. If you used the bathroom leave it cleaned and dry in order that the next tenant won't be offended to use the bathroom. Report repairs to the office and we will fix damages or blockages.
8. **Please do not flush unusual objects down the toilets.** If there is a blockage, please report it

to the office and our maintenance team will attend to the problem.

9. Rubbish must be placed in bags in front of your door in the hallway in order that the cleaning personnel may remove them with the communal rubbish.
10. Rooms must also be kept clean and free of washing or articles laying all over the place. Only use the washing facilities and lines supplied, for the clothes.
11. We do provide desk lamps and dust bins. If any of these items are in any way broken, damaged or stolen then the lessee will be charged the replacement cost of the broken, damaged or stolen items. This is a non-negotiable item.

4. PARKING:

1. There is no allocated parking although we have plenty of parking spaces. If necessary, parking will be allocated in the future. If you see the same car parked in the same place for a number of times, please respect that person wish to park at that spot.
2. Reduce speed to dead slow in the parking and garage area. Blundering exhausts, unnecessary reffing of vehicles and screaming tyres are not allowed.
3. You are not allowed to wash your car in the parking area at student accommodation because of water restrictions and we are not equipped as such.
4. Only one (1) car per student will be allowed inside the premises at any given time except if approved by management.
5. All visitors and contractors must enter and exit the building through main gate and must respect all residents and safety arrangements.
6. No vehicles may be parked on grassed areas.

5. VISITORS or GUESTS

1. You are responsible for the behaviour of your visitors. Any misconduct by your visitors will have an effect on you.
2. All visitors must be fetched at the gate by the tenant being visited and will not be allowed to enter or leave the premises unaccompanied.
3. No more than 2 Visitors are allowed at any time.
4. No visitors will be allowed on the premises before 10am or after 23pm. The lessees whose visitors are found at the commune between 11pm and 10am will be seen as sleeping over guests and the lessee visited will be fined R500 for each visitor as an illegal sleepover. The lessee's room will be locked until the fine is paid.
5. ALL RESIDENTS AND VISITORS must at all time adhere to the COVID 19 Regulations and CURFEW hours. Management will not allow any deviation to this and other Local Municipality Laws will be enforced strictly. Management will not hesitate to contact the Police or relevant authorities should the need arise to report any misconduct or behaviour.
6. NO GUEST may use any of the commune's facilities, like the POOL, POOL Tables, Braai and recreational facilities, Wifi, Laundry facilities, Kitchens or Kitchen equipment, Bathroom facilities like Bathing or Showering, beds, cupboards, storage facilities etcetera. The facilities provided by the owner is for the use of TENANTS ONLY. NO EXCEPTIONS WILL APPLY. If caught that you or your guests do not adhere to the house rules, it will result in a R1000 fine and your room will be locked until you paid the fine.

7. SLEEPOVERS

1. Refer to items 2,3&4 at Item 6.
2. Short stay visitors are welcome; however, this property is a private home and overnight guests are NOT permitted.
3. **NO Sleepovers are allowed.** Please refer to item 6.3 on the matter.
4. All guests are the responsibility of the person who they visit and the host takes all

responsibilities to educate guests of house, disciplinary, cleaning and other rules.

8. GENERAL BEHAVIOR.

1. Noise and music. Please keep your music and noises down as there is always someone who needs to study for tests or exams. We provide a safe and secure study environment for the serious student and whilst you want to enjoy your stay, we must at the same time respect the needs and feelings of our fellow tenants and neighbours. This includes TV's, Radio's, loud talkers, screaming etcetera. NO SPEAKER OF ANY SORT IS ALLOWED ON THE PROPERTY AND WILL BE CONFISCATED IMMEDIATELY. If caught that you do not adhering to the house rules, it will result in a R500 fine and your room will be locked until you paid the fine.
2. PLEASE NOTE: NO drugs, weed, Firearms or BB-guns are allowed on the premises. This is an extremely serious matter. The Police will surely be called and we will take serious steps against offenders.
3. For the vehicle owners: When you enter the premises, please turn down the music in your car, no hooting, reffing or repair works to vehicles are allowed on or near the premises.
4. DRUNK/DISORDERLY behaviour is unacceptable. Holding of PARTIES on the premises is NOT PERMITTED and the person visited will receive a 48 Hour eviction notice. NO EXCEPTIONS WILL APPLY.
5. NO SMOKING of anything including Hubbly Bubbles is not allowed inside the buildings. You are also not allowed to store any smoking device or apparatus inside the home, flats or any building. All devices found inside any building will be confiscated and stored in safe keeping until end of December on that year. If you or any of your visitor's smoke, do it outside and please use an ASHTRAY and do not throw your butts everywhere. If caught not adhering to the house rules, it will result in a R500 fine and your room will be locked until you paid the fine.
6. NO LOUD MUSIC OR SPEAKERS ARE ALLOWED ON THE COMMUNE GROUNDS and the offenders will receive a 48 Hour eviction notice. NO EXCEPTIONS WILL APPLY. You may listen to music on your cell phone or headphones.
7. No open fires (charcoal or wood) are allowed in the building. Use gas braai's or make use of the designated braai facilities.
8. Residents should maintain a reasonable standard of dress code in consideration of other tenants.
9. Residents are not permitted to affix any item to a wall i.e., screws, nails, sticky tape, press stick etc.
10. At NO TIME are residents permitted to become abusive, verbally or physically or utter racial comments with any other resident or neighbours in order to resolve disputes.
11. No preparing of food inside rooms are allowed.
12. No cutlery or crockery may be kept inside rooms.
13. All tenants must ensure that lights and appliances are switched off when not in use and when you are leaving a room.
14. NO HEATERS, ELECTRIC BLANKETS OR TWO PLATE STOVES ARE ALLOWED AT ANY TIME, THIS IS A SAFETY HAZARD AND A METHOD TO SAFE ELECTRICITY. If we find any of the above in your room it will be confiscated and stored up until the end of the year.
15. All furniture or appliances must remain as they are and may not be removed from the home.
16. No person is allowed to play or damage things like post boxes, plants, shrubs, trees gate motors, swimming pool equipment, kitchen electrical and other equipment, laundry machines and other relevant equipment, brooms, mops, vacuum cleaners and other cleaning equipment, any other electrical equipment like tv's, camera and recording equipment and wifi equipment. Any damage done will be charged to the relevant person's account.
17. No fireworks, crackers, rockets, firearms, air guns or any other instruments may be discharged in the home or yard or its facility.
18. NO ANIMALS may be kept on the premises AT ANY TIME.

Resident + Guardian Hand written Initial Here

8. MAINTENANCE

1. If you require any maintenance in your unit, please contact management. We have skilled people that can assist.
2. Any damages other than normal wear and tear will be for the student's account.

9. INSPECTIONS

1. Please note that your unit will be inspected 4 times per year.
2. Your full co-operation is required to allow our staff to complete these inspections.
3. Please keep to the appointments made for inspection. If not, we will have no choice but to enter the unit without your presence.

10. COMPLAINTS and EMERGENCIES

1. The WhatsApp group and complaints procedure is there for complaints and emergencies only! Any complaints or concerns must be reported on the home WhatsApp group. Remember we have personnel on duty 24/7 365 days. Report any loud noises, music, drinking parties, unacceptable behaviour, etc. to enable us to attend to the matter urgently. You must report these incidents because it is in everybody's interest to take action.
2. This is how it works,
 - i. Send a sms or WhatsApp about a nuisance, disturbance or problem to one of the managements privately so that the case can be help confidential.
 - ii. We will issue the party concerned with a verbal warning,
 - iii. If the warning has fallen on deaf ears, we will lock his/her room and this will result in an R 500 fine.
 - iv. If the tenant does not co-operate, the help of the South African Police will be called to assist.
 - v. The tenant will receive a written warning from management and a copy will be sent to the lessee and the parents/guardians. This action will be considered the final warning and the next offence will result in 48-hour eviction of the lessee.

BRAAI, POOL AND RECREATIONAL AREAS

1. Please use the designated facilities in a responsible manner. All Recreational facilities and areas are for the use of residents only. Any person who entertains guests will receive a 48 Hour eviction notice. No Guests may use these facilities. NO EXCEPTIONS WILL APPLY.
2. After residents used these facilities, they should leaf the area in a clean and neat state like how they found it.
3. The noise/music/loudness of your event is still subject to the General Rules of Behaviour as set out above.
4. Guest behaviour is the responsibility of the tenant visited. Should your guests misbehave, you will be held responsible.
5. Drugs, weed and Cannabis are not allowed at any event.
6. A penalty of R500 is payable for any other unruly behaviour not mentioned or covered above, the resident's room will be locked until he/she paid the penalty.

FIRE, HEALTH AND SAFETY HOUSE RULES

All our accommodation is certified and compliant with the specifications of the relevant authorities and complies in terms of their Norms and Standards required by Law. This is the Municipal Town planning + Building + Spatial Legislation, Department Higher Education Norms and Standards, UFS Norms and Standards, the Occupational Health and Safety Norms and Standards, Structural +

Resident + Guardian Hand written Initial Here

Plumbing design Norms and Standards, Electrical Compliance Standards, Glass commercial specification Standards and Fire Detection and Alarm standards.

To ensure the safety and wellbeing of all residents, the following activities are strictly prohibited:

Fire Safety: Residents are **NOT ALLOWED** to:

- Tamper with, remove, cover or damage smoke detectors, fire alarms or fire extinguishers.
- Block fire exits, escape routes, passageways or emergency access points.
- Use candles, incense, oil burners or any open flames inside rooms or common areas.
- Smoke or vape inside buildings where smoking is not permitted.
- Store petrol, gas cylinders, fireworks, flammable liquids or other hazardous materials on the premises.
- Overload electrical sockets or use unsafe extension cords and multi-plugs.
- Leave cooking unattended while using stoves, ovens, microwaves or other cooking appliances.
- Use unauthorized electrical appliances such as hot plates, gas stoves, electric heaters or deep fryers in bedrooms.
- Disable or interfere with any fire safety equipment or emergency lighting.
- Set off the fire alarm without a genuine emergency.

Health and Safety: Residents are **NOT ALLOWED** to:

- Create any condition that could endanger the health or safety of other residents.
- Keep rooms or common areas in an unhygienic or unsanitary condition.
- Dispose of rubbish anywhere other than the designated waste bins.
- Store items in hallways, staircases or emergency exits.
- Bring illegal drugs, hazardous chemicals or dangerous substances onto the property.
- Possess or use weapons or any item that may threaten the safety of others.
- Climb onto roofs, balconies, window ledges or other restricted areas.
- Tamper with electrical wiring, plumbing or building fixtures.
- Allow unauthorized persons to enter or remain on the premises.
- Engage in behavior that may cause injury, intimidation or harm to other residents.
- Ignore instructions issued by management during emergencies, fire drills or evacuations.
- Damage safety signage, emergency equipment or security devices.

Emergency Procedures: Residents must:

- Immediately report any fire, smoke, gas leak, electrical fault or other safety hazard to management.
- Evacuate the building immediately when a fire alarm sounds. Assemble at the Emergency Assembly Point.
- Follow all emergency evacuation procedures, Exit signages and staff instructions.
- Participate in mandatory fire drills where required.
- Notify management of any damaged safety equipment or unsafe conditions without delay.

Non-Compliance

- Failure to comply with these Fire, Health and Safety Rules may result in disciplinary action, liability for damages, fines where applicable, and/or termination of the accommodation agreement.
- FALSE FIRE ALARMS activated after hours and during weekends will require a special visit to the commune from someone with a key that can open the control box, determine the zone that activated the alarm and to switch off and reset the alarm. This comes with special arrangements, costs and time. The PENALTY for such a false alarm will be R500 to the person that triggered the alarm.
- FALSE FIRE ALARMS reported to the Fire department which send out Fire Vehicles comes with excessive Fines and starts at R25000. The relevant person or home will be held liable in such circumstances.
- Two Fire Drill and Evacuation Exercises must be held every year. During these exercises students will be advised about the evacuation routes as well as the Emergency Assembly Points.

Resident + Guardian Hand written Initial Here

- Familiarize yourself with the Emergency Exit signages inside the property and Evacuation Route Maps placed on the NOTICE Boards.

PERSONAL LIABILITIES

All recreational and indoor facilities, furniture, appliances and equipment on the premise are used on the lessees and visitor's own risk. Any injury, disease or event arising from using any of the facilities on the property will not result into any liability to the lessor or the lessor's personnel. All onuses and liabilities remain with the lessee and their visitors.

MUNICIPAL BYLAWS WHICH THE OWNER AND STUDENTS NEEDS TO COMPLY WITH: (COPIED DIRECTLY FROM THE MMM BYLAW)

13. Roles and Responsibilities

5) The residing students shall

- (a) conclude a lease agreement with the approved and accredited student accommodation establishment owners;
- (b) comply with Code of Conduct of the tertiary institution they enrolled with; and
- (c) behave in an acceptable manner, at all times, and not cause or create any public nuisance, dumping or littering and parking illegally.

23. Withdrawal and Lapsing of a Consent Use Approval

- (c) Where the accommodation is a cause of nuisance to surrounding neighborhood.

25. Offences and Penalties

(1) Any person who -----

- (a) commits any act which constitutes a nuisance whilst on the premises, or, being an occupant of the premises, in any public place adjoining the premises;
- (b) whilst on the premises indecently exposes his person to the public view or in any of the common parts of the premises;
- (c) sleeps in any part of the premises other than a bedroom assigned to him for that purpose or occupies or uses any part of the premises for a purpose other than that for which it was designed;
- (d) throws or discards any object onto adjoining property or urinates in view of the public or a public place;
- (e) creates any disturbance of the peace on the premises;
- (f) refuses to leave the premises when lawfully required to do so in terms of an Accredited property; and
- (g) fails to comply with the terms of any notice served upon him in terms of these By-laws;

shall be guilty of an offence. The penalties provided for by subsections (2) (3) and (4) shall apply *mutatis mutandis* to any offence stipulated in this subsection.

SCHEDULE 2

GENERAL TERMS AND CONDITIONS

(e) Parking

- (i) Parking for tenants and visitors shall be accommodated within the boundaries of the property.
- (ii) No parking in front of driveways, in the street and on pedestrian walkways is permitted

(f) Cooking

- (i) No cooking of meals shall be permitted in individual bedrooms or any common area except in an area designated on an approved building plan as a kitchen or braai area.

(i) Public nuisance

- (i) The accommodation shall not cause or create any nuisance to neighboring residents.
 - (ii) Nuisance in this regard may include excessive noise, particularly late at night or in regard to regular partying.
-

Remember, there is a reason why you have chosen our student accommodation. Let's keep it **SAFE, CLEAN** and **ENJOYABLE** for all. Enjoy your stay and good luck with your studies.

Compulsory Tenant signature required: _____

Compulsory Main Guardian signature: _____

Tenant NAME and SURNAME: _____

COMMUNE Address: _____

Tenant Room Number _____