

ANNEXURE "B" - HOUSE RULES

All occupants must be registered as a student at Sefako Makgato Health Sciences University.

1. Rooms:

1.1 General

- a) The occupant's room is the property of Varsity Lodge and shall not be damaged in any way.
- b) Occupants are not allowed to move rooms without the written consent of the Property manager.
- c) Upon arrival an incoming inspection list will be in every Occupant's folder. All documents need to be completed and submitted within 48 hours to load your fingerprints on the biometric fingerprint system for access control.
- d) No furniture or equipment shall be removed from any part of the accommodation without approval by the Property Manager.
- e) No occupant shall tamper with electrical wiring or fittings.
- f) Varsity Lodge reserves the right to inspect rooms at any time.
- g) Occupants shall not do any alterations to the room; no nails may be hammered into the walls.
- h) Occupants must clean and tidy their own bedrooms.
- i) Only cook in areas designated as kitchens and not in the room.
- j) No toasters, kettles, heaters, electric blankets, or microwaves are allowed in the bedrooms.
- k) Maintenance reserves the right to do necessary maintenance and repair work by appointment.
- l) Fumigation teams must be allowed into rooms to do fumigation from time to time.
- m) Only one person may occupy a single room and only two people may occupy a double/sharing room.
- n) Lost keys must be reported at the office immediately, a fee of R50.00 per key will be payable to replace your key.
- o) Lost keys after hours should be reported to the Property Manager and a R300.00 call out fee will apply.
- p) Exchanging or giving a key to any other person by occupants shall not be allowed.

- q) Please dry wipe the microwave immediately after use, may sure its completely dry after use.
- r) Burning candles, oil burners, incense burners.

1.2 Subletting

- The Tenant shall not cede, nor transfer, nor assign, the lease, nor sublet the premises or any part thereof, nor part with possession of nor permit any other person to occupy the premises, without the Landlord's prior written consent.

1.3 Holidays

- a) Occupants do not have to vacate their rooms during holidays unless notice is given that the residence must be vacated.
- b) A storage fee will be payable if an occupant wants to store belongings between two academic years.
- c) All electrical appliances and fridges must be switched off before going on holiday.
- d) No food should be left in fridges when going home. Varsity Lodge will not pay for any food going off due to electrical problems or load shedding.

1.4 Vacating a room at the end of the contract

- a) An outgoing inspection will take place to establish any damages.
- b) All keys need to be handed in at the office upon departure.
- c) Any damages or lost keys will be deducted from the Occupant's deposit.

1.5 Visitors

- a) Occupants are responsible for the conduct and safety of their visitors at all times.
- b) Visitors must always sign in and out with Security.
- c) No Occupant may have more than 3 visitors at a time.
- d) No visitors are allowed to remain in the building or on the premises without the Occupant being present.
- e) Occupants will be fully responsible and financially liable for any damages caused by their visitors.
- f) Day visitors have access to the building and premises from 08h00 - 22h00 only.
- g) Visitors are not allowed to have any weapons.
- h) Visitors will not be allowed to park cars at random but only at places designated.

1.6 Squatting

- a) Occupants who are caught/found to have accommodated unauthorized persons will be called for disciplinary process and rental for those unauthorized persons will be charged per night that they have stayed on the premises without sleepover slips or permission.
- b) Any unauthorized persons found in the residences after visiting hours shall be regarded as trespassers and will be prosecuted.

2. Behaviour

- a) No harassment or bullying. At no time will harassment in any form be condoned, including through use of social media.
- b) Occupants should be dressed properly and decently when appearing in entertainment area, office, laundry or in any common areas.
- c) No one may walk around with towels wrapped around them or wearing pyjamas.
- d) No person is allowed to walk around naked and/or semi-naked in any area where other persons can see them.
- e) At no time are Occupants permitted to become abusive (verbally or physically) towards any other occupant, cleaner, security or staff member of Varsity Lodge.
- f) No fighting, swearing or disruptive behaviours will be tolerated.
- g) Occupants must respect the cultural differences of other Occupants.

3. Maintenance

- a) Any maintenance problems in a room or unit must be reported to the office immediately.
- b) Damage caused by the occupant will be repaired by the maintenance team at the occupant's expense.

4. Health and Illness

Pregnancy & Medical conditions

- a) When pregnant please notify management. The occupant has 2 options when falling pregnant: The occupant shall cancel her agreement by latest 7th month of pregnancy in writing and move out or continue to pay for the room and return after the birth without the baby. Please note no babies or children can stay on the premises.
- b) If an occupant is suffering from a serious medical condition, it should be communicated to the Property Manager.

- c) Varsity Lodge is not responsible for any medical costs resulting from any injury or illness of an occupant.

5. Alcohol - Substance Abuse & Smoking

- a) No smoking of anything other than a normal cigarette containing nicotine will be allowed.
- b) Smoking of normal cigarettes is only allowed outside the building where ashtrays are provided.
- c) No Vapes, Liquids, rolled cigarettes/and or any other form of smoking including hubbly bubbly and/or cannabis will be allowed on the premises.
- d) No alcohol or any form of illegal substances are allowed on the premises.
- e) Intoxication or abuse will not be tolerated and would result in cancellation of your contract and immediate eviction. The University will also be informed immediately.
- f) No vaping, hubbly bubbly or cannabis allowed.
- g) **Alcohol, drugs, and other illegal substances will be confiscated.**

Should a Tenant enter the premises intoxicated he/she will NOT disturb the peace of any of the other students. No aggressive behaviour, loud shouting, loud music, or any form of abusive language will be tolerated towards any fellow tenant, employee, security, manager and/or any other person on the premises. Warnings will be issued, and the University will be informed. No Exceptions.

6. Dangerous Weapons and/or Firearms

- a) No weapons or firearms will be allowed on the property.
- b) No dangerous objects or explosives will be allowed.
- c) No traditional weapons or any homemade weapons are allowed.

7. Noise

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

8. Pets

- a) No pets are allowed on the premises.

9. Units

- a) Do not leave taps open, close after use.
- b) Leaking taps and running toilets needs to be reported immediately
- c) Please remove all plugs from basins after use.
- d) No foreign objects may be flushed down the toilet.
- e) Windows should be closed when you leave your unit.
- f) 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 an R500.00 fine.
- g) No dirt or rubbish may be swept out of doors onto the dump rocks, gardens, or passages.
- h) Use black bags/dustbins provided for rubbish outside.
- i) No electrical appliances should be left on. Unnecessary electrical consumption will be collected from the occupant.
- j) Please keep your doors always locked when you are sleeping or out.
- k) Please do not distribute your key to other Occupants, visitors, friends, or family.
- l) Please report any signs of bedbugs, cockroaches, ants, pests etc. to management.
- m) Management does not take responsibility for any loss or damage of any personal belongings.
- n) Management reserves the right to transfer occupants to other rooms when necessary.
- o) Cleaners may not be asked to wash Occupant dishes at any time. Cleaners clean only the common areas (living area and bathrooms).
- p) Cleaning Ladies will remove refuse from the communal dustbins on a daily basis excluding Weekends and Public Holidays.
- q) Occupants are fully responsible for washing their own dishes. Penalties will be charged for empty dishes that's left in the kitchen for more than an hour. Dirty dishes create unhygienic and unhealthy living conditions.
- r) Cleaners may not clean bedrooms.
- s) Common areas are collective responsibility; we rely on the full co-operation of all the Occupants at any given time.
- t) Occupants shall not hang or place anything (including but not limited to washing) on the inside or outside of the Room or die Building that is visually unattractive when view from the Premises or from the street.
- u) Occupants will not be allowed to hang clothes to dry other than on the washing lines provided on the premises.

10. Premises

10.1 General

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

- b) No Occupant or visitor are allowed to tamper with vehicles, electrical boxes, fire extinguishers, windows, taps, fire hydrants, fire hose reels, gate motors or DVR enclosures.
- c) 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.
- d) Gardens are there for enjoyment no damaging of plants, trees, lawns, and hedges.
- e) No meetings or gatherings of any nature will take place on the premises unless prior written consent has been obtained from the Management.
- f) Should an Occupant wish to donate something to a staff member or security guard a letter should be written and handed in at the office.
- g) Vandalism is a serious offence and should be reported to the Property Manager immediately.
- h) The Occupational Health and Safety regulations must be adhered to.

10.2 Vehicles

- a) If an Occupant wants to park his/her vehicle inside the premises, a parking application needs to be completed and a copy of the car license as well as driver's license needs to accompany the application form.
- b) Occupant shall ensure their vehicles and the vehicles of their visitors do not drip oil or brake fluid on to the common property.
- c) 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.
- d) No Occupant shall be permitted to dismantle or effect any major repairs to any vehicle on the common property.
- e) Vehicles may not travel more than 5km/h on any portion of the common property.
- f) Any vehicle parked unlawfully or standing or apparently abandoned on the common property may be towed away at the expense of the owner.
- g) Use of the parking area is on own risk. Varsity Lodge will not be liable by virtue of the theft or damage to vehicles parked on the property or for the injury or death of or loss of property of anyone on the property.
- h) Insurance of vehicles, motorcycles and bicycles are the owners' responsibility and must be locked at all times.
- i) Vehicles may not be washed anywhere on the property.

10.3 Bicycles

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

10.4 Laundry

- a) No clothes may be washed and/or ironed inside units and hang to dry in public areas, common areas, or balconies.
- b) Please use the laundry provided for washing of clothes.
- c) No hand washed laundry should be thrown in tumble dryers at any time.
- d) Please remove your washing from lines and dryers as soon as it's done.
- e) Please always keep the laundry area neat and tidy.
- f) No Occupants are allowed to wash visitors' or family member's laundry on site.
- g) Only Auto washing powder are allowed in washing machines. Please do not use handwash soap in the washing machines.
- h) Do not overload the machines, only one basket per wash. No shoes or anything else that clothes are allowed to be washed in the washing machines nor dry in the dryers.

10.5 Entertainment Area

- a) Any braai or gathering at the entertainment area should be booked in advanced with the Property Manager.
- b) An indemnity form must be completed, and any outside visitors should be listed.
- c) Security has the right to stop any disruptive parties.**
- d) Braai areas should be clean after use.
- e) Tampering with any of the entertainment area equipment and/or furniture will result in a fine.
- f) No parties/social gatherings shall be allowed during examination time.

11. Trade and Selling

- a) No form of trading or selling is allowed on the premises of Varsity Lodge

12. Security

- a) Security guards are there for the occupants' safety and security.
- b) They are on duty 24/7 and should be respected at all times.
- c) Security may enter Occupants units at any time.
- d) Security has the right to remove individuals if they are causing any upheaval or disturbance and inform the Property Manager and Head of Security.
- e) Security has the right to ask Occupants to behave and turn music down.
- f) Security has the right to search any Occupant or guest vehicle at any time.
- g) Occupants will be responsible and ensure that:
 - Vehicle gates are closed before driving off.
 - Buildings are closed and locked before leaving the building.
 - Report lost/stolen keys to the Property Manager.
 - Pedestrian gates are not allowed to be open for visitors.

- Bedrooms must be lock at all times.
- Close windows when leaving the unit.

13. Penalties for transgression of these rules

On receipt of any complaints from other Occupants or complaints lodged by the Property Manager against the Occupant, Varsity Lodge will investigate such complaints, and should it be valid he will in sole discretion in respect of:

- 13.1 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 occupant's monthly account.
- 13.2 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 occupant's monthly account as well as a final written warning.
- 13.3 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 Varsity Lodge 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, Varsity Lodge is entitled to take such steps required in order to cancel 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, Varsity Lodge will be entitled to deduct such amounts due from the Deposit of the Occupant, prior to refunding any balance thereof to the Occupant.

14. Indemnity

The Landlord shall not be responsible for, and the Tenant indemnifies the Landlord against all claims arising from the following:

- 14.1 Any interruption in any service supplied to the premises.
- 14.2 Any loss or damage to person or property on the premises.
- 14.3 Any unsuitability of the premises for the purposes for which they are let.
- 14.4 Any disrepair of the premises, or a portion thereof, from time to time.

15. Office Hours

The Property Manager will be at the Office site during the following hours.

Monday – Friday 08h00 – 16h00

Saturdays 08h00 – 12h00

