

## GENERAL

1. Drinking in common areas within the building is prohibited. Should a person be found drinking in the common area or exclusive use areas of the building, the individual will be fined R500.
2. Smoking in public areas is not permitted within the property. This includes the lifts, passages, Fire escape steps, lobby and basement. Any person found smoking will be fined R500 and have their lease reviewed.
  - *A designated smoking area is provided*
3. The occupants shall not store any hazardous materials in the premises.
4. The occupants shall not keep animals in the apartments.
5. Children are not permitted to ride tricycles, bicycles or play in the passages, lobbies, lifts, stairways, fire escapes and the basement. A fine of R500 will be imposed to tenants for any deviation of this.
  - *All children can play at the designated play area*
6. No drugs or prohibited substances are allowed in the building.
7. No fires shall be lit anywhere in the building.
8. Fireworks are strictly prohibited and any use therefore will result in the police being called.
9. No person shall anywhere in the building discharge any fireworks, firearm or any airgun or pistol.
10. Any person performing an unlawful act in the building will face prosecution and eviction.
11. No auctions or jumble sales may be held in the apartments or common areas.
12. No advertisements or publicity material may be exhibited or distributed in the common areas/reception or windows.

13. If the tenant loses keys to the unit, a charge per lock will be added to their monthly statement to change the lock or cut new keys.
14. No public indecency will be allowed in the building.
15. Fire escape doors and access- The fire escape doors are strictly for the use of emergency and not for entrance and exit purposes. Residents found using fire escape door to enter or exit the building will be fined as this poses a security risk to the entire building.
16. The building management reserves the right to enforce acceptable behaviour and impose fines and penalties in cases where residents do not adhere to the rules.
17. Should you suspect any unfamiliar person or activity in the building that you may consider to be a security risk to the building, please contact the security on site. Should there be a security incident in the building that you noticed, please contact the Property manager.
18. Vandalism of property in the building is strictly prohibited. Any tenant found to be vandalising building property will have their lease reviewed and will face eviction.
19. All moving IN and OUT should be done between 10am and 8pm unless prior arrangement has been made for alternative times with the property manager.
  - *Upon moving out ensure that you vacate the premises by 18h00 on the last day.*
  - *Ensure that a move out inspection has been done with the property manager.*

## **VISITORS**

20. All visitors should produce original identity documents at reception and are to be signed in by the tenant. No visitor is permitted to stay more than 3 days a week unless prior arrangement has been made with management
  - *Visiting hours are between 10am and 10pm.*
  - *All sleepovers to be signed in advance by the Property manager.*
  - *Tenants are liable for the visitor's behaviour.*

## **NOISE**

21. Radios, hi-fis, television sets, car radios, home theatre systems and other musical instruments should not be used in such a way as to cause unreasonable disturbances or annoyances to any other occupant or tenants and shall be kept to a minimum level.
- *No loud music is allowed*
  - *Residents found in breach of this rule will be fined or have their lease agreement cancelled with immediate effect*
  - *Hooting is not permitted at any given time or for any reason at the gate or inside the basement parking*

## **LAUNDRY**

22. Each building has a designated laundry drying area. Please do not hang washing outside your window.
- *Alternatively, you can use the laundry service provided.*
  - *Failure to comply will result in a R500 fine or immediate termination of lease.*

## **LIFTS**

23. No vandalism.
24. Don't block the lift doors with luggage
25. If moving furniture, ask the security to put the lift on Priority service or lock it

## **REFUSE DISPOSAL**

26. The tenant shall maintain units in a hygienic and dry condition and have a receptacle for refuse within their unit (have a refuse bin).
27. Each tenant must place his/her refuse bag/s in the large plastic bins provided in the refuse rooms. Cardboard boxes are to be flattened and placed in the refuse room.
28. Any tenant or visitor leaving rubbish on any of the building corridors/fire escape steps/washing lines / basement and lifts will be fined R300 and such offenders must be reported to the Property Manager

## **OTHER**

29. The building management is not responsible for any loss, damages or personal injury that may be suffered or incurred within the building or any unit by any tenant and/or his/her visitors irrespective of whether such a loss, damages or personal injury is caused by fire, storm, riot, civil commotion, theft, accident or without limitation other cause what so ever.
  
30. Tenants are not covered for the contents in their units by insurance policy taken out by the building and are therefore advised to take out suitable insurance cover and pay premiums in respect thereof.