

LEGPROP

property specialists

Reg: 1998/019215/07 VAT:4510233747

Ground floor, Sagewood House,

Lynnwood Service Road, Lynnwood Ridge

✉ PO Box 36805, Menlo Park, 0102

☎ (012) 348 3578 📞 086 212 0819

www.unilofts.co.za

Unit Number		Date moving in:
Student A Name & Surname		
ID Number		
Cell Nr : Whats app Nr:		
E-Mail Address		
Vehicle	Model:	Reg nr
Student B Name & Surname		
Cell Nr: Whats app nr:		
ID Number		
E-Mail Address		
Vehicle	Model:	Reg nr
Agency Name		
Agent Name / Owner Name		
Cell		
E-mail		

Note: Each and every student moving in at UNILOFTS PTA must fill in and sign this document. Please fill in with print - This document MUST be printed and handed in at the Security Office, the day of moving in. No documents will be supplied at the security office – NO DOCUMENT NO MOVING IN.

UNILOFTS PRETORIA - House Rules

1. **GENERAL:**

Unilofts caters to the serious student and therefore we want to provide an atmosphere conducive of studying as well as a secure and peaceful living experience. These rules are therefore put in place to assist the tenants, owners, security and management to provide the above results. We have an open

Initial Agent _____

Initial Student _____

house policy so please contact our Manager when you need assistance and/or advice regarding the rules.

These rules are displayed on the notice board (next to the lift) and also handed to each and every tenant. The owners will be emailed and all future changes will be communicated.

2. **SECURITY SYSTEM:**

Herewith an explanation of how the security system functions.

- 2.1 All tenants, owners, visitors must be registered on the biometric fingerprint system to get access to the premises. (Please note: nobody will be allowed onto the premises without either an Identity document, student card or drivers licence as proof of identification. No exceptions will be made. Should the said documents not be available, a Police Affidavit is required.
- 2.2 To enter by motor vehicle, motorcycle or bicycle you have to register your vehicle and obtain a Unilofts disc to enter the premises. These discs must be fixed and displayed on the inside of all vehicle's windscreen or somewhere on your motor cycle/bicycle. Loose discs and discs not on windscreens are not acceptable because some tenants pass it around amongst friends.
- 2.3 When you enter and exit the premises with your vehicle the boot of all the vehicles will be searched.
- 2.4 Only the driver of the vehicle will be allowed on entrance and exit and all passengers need to go through the turnstile, tenants/owners by fingerprints and visitors via security, where they will obtain their temporary fingerprint. **Exemptions:** Babies, elderly and people with disabilities.
- 2.5 Visitors that wish to enter the premises need to be registered at the guardhouse and must have proof of identity to be allowed into the building as well as details of whom they are visiting and at which unit; in the absence of this information such people will be refused entrance.
- 2.6 All visitors must sign an indemnity form or a book detailing the indemnity form before entrance will be allowed.
- 2.7 Once the visitor has been registered successfully on the system they will have till 24h00 entry and exit rights to our building, after which the fingerprints will terminate automatically. However, on subsequent visits, we will re-activate the fingerprints for easier access to the building. Once they have completed the indemnity form they do not have to complete it again.
- 2.8 Visitors will not be allowed to enter the premises alone and must be accompanied by their hosts when arriving. We will not allow people to enter on their own because of the fact that we have no proof that such person will visit the person they say they will.
- 2.9 The reason for this strict control is to ensure the safety of our residents and also to be able to determine who is in the building at all times in any event of evacuation.
- 2.10 Any visitor which is clearly under the influence of alcohol or substances will not be allowed onto the premises.
- 2.11 No open alcohol is to be carried onto the premises.
- 2.12 No visitors will be allowed after 23:00 and all visitors must exit the building by 24:00. If a visitor sleeps over for the evening they must have made arrangements at the security desk and have

Initial Agent _____

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paid their sleepover fee. Any visitor found to be there illegally, the tenant will be charged a fine of R250 per person per visit.

- 2.13 Visitor vehicles can only be parked inside the building by prior arrangement during office hours.
- 2.14 These security rules are there for your own safety and the protection of our building. We have an obligation to the parents to keep our tenants safe and to our owners to look after their investment.
- 2.15 These rule's apply to tenants/owners alike.
- 2.16 **These rules also apply to all visitors to Unilofts Pretoria. The visitors are the responsibility of the tenants/owners allowing them into our building.**
- 2.17 All rowdy and misbehaved visitors will be removed from the premises and future visitation rights will be restricted.
- 2.18 Your cooperation will be appreciated.
- 2.19 To enter as a visitor you also have to sign an indemnity form.
- 2.20 Security guards have the right to remove trouble makers from the premises is necessary.
- 2.21 **This was unanimously approved by the Trustees of the Body Corporate of Unilofts Pretoria.**

3. **INSIDE YOUR FLAT**

- 3.1 Please keep your flat neat and tidy. There is a cleaning service available upon request for a small fee. Contact the Cleaning Department in this regard.
- 3.2 Balconies must be kept clean and free of any washing or articles. Mops sticking out and clothes draped over the sidewall of the balcony portray a bad image and is not allowed. There is a tumble drier in your unit, for the clothes. Please do not place any articles on the balcony wall. It might tumble off and hurt someone or damage property at the bottom.
- 3.3 **This is as per Rule 3.1 of the registered Conduct Rules of Unilofts Pretoria.**
- 3.4 **NO PETS ALLOWED.**
- 3.5 The unit keys must be handed in before departure. If something goes wrong inside your unit while you are away on holiday, we might need to enter your unit in the case of an emergency. If you do not leave your keys, then kindly make arrangements with someone to open in an emergency. If this is not adhered to and an emergency does occur we will have no option but to forcefully open your unit. The cost of the repair will be for the account of the tenant/owner.
- 3.6 The shower has a trap that needs ongoing cleaning. If your shower drains slower than usual, report it to the Manager and we will fix the blockage at a small cost.
- 3.7 Please do not flush unusual objects down the toilet. If there is a blockage however, please report it to the Maintenance Department and our maintenance team will attend to the problem at a small cost.
- 3.8 Rubbish must be placed inside the bins in the corridor shaft at the end of each block which is clearly marked. Ensure the door of the shaft is latched when you're done. Rubbish will be cleared daily during the week. Please do not leave your rubbish in the passageways or next to the bins.
- 3.9 Please refrain from using any illegal substances in your unit because we will call on the assistance of the SAP to investigate and take the necessary action.

Initial Agent _____

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3.10 Also refrain from over-indulgence of alcohol and if you do mess outside your own unit it is expected that you clean up your and your guests mess.

4. **LITTERING**

- 4.1 An owner, tenant or visitor of a unit shall not deposit, throw or permit or allow to be deposited or thrown on the common property, any rubbish, including dirt, cigarette butts, food scraps or any other litter whatsoever.
- 4.2 Junk mail may not be disposed of just anywhere. There are bins on each floor
- 4.3 **This is as per Rule 16 of the registered Conduct Rules of Unilofts Pretoria.**

5. **PARKING:**

- 5.1 Please park on your allocated parking and not in any illegal areas.
- 5.2 Please do not park on someone else's space because you feel you want to be close to the door or lift. Parking is allocated for the tenant and the visitor.
- 5.3 Reduce speed in the parking areas and basement – 20km/ph.
- 5.4 A Unilofts disc must be obtained from the Building Manager and must be displayed on the windscreen of your car. You will not be allowed in without the correct affixed disc to your windscreen.
- 5.5 Do not use the disc to bring other vehicles in or someone else's car! You will be fined R250
- 5.6 Only one (1) car per student will be allowed inside the building at any given time except if approved by management.
- 5.7 **This is as per Rule 13 of the registered Conduct Rules of Unilofts Pretoria.**

6. **SLEEPOVERS**

- 6.1 Sleepovers may only be arranged with Building Manager. Sleepover slip will be provided,
- 6.2 All sleep over visitors must produce ID documents and sign an indemnity form before entering the premises.
- 6.3 All sleepover visitors, like other visitors, are to be fetched at the entrance by the tenant and will not be allowed to enter the building unaccompanied.
- 6.4 **NO** Free sleepovers will be allowed.
- 6.5 Sleep overs will be charged at R120 per sleepover and be paid in advance at the security office.
- 6.6 Illegal sleepovers, thus not arranged with management will be charged at R250 per sleep over.
- 6.7 Sleepover rules do not apply to any owners who occupies their own units although they need to inform security as well
- 6.8 Sleepover rules apply to **all** tenants.

7. MAINTENANCE

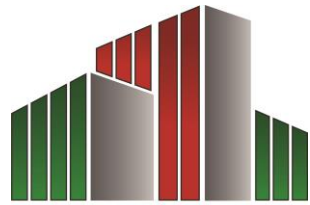
7.1 If you require any maintenance in your unit, please contact Maintenance for a quotation.

8. WASHING

- 8.1 Neither washing nor any other article may be hung over rails or in windows or on any part of the property so as to be visible to other units or so as to be visible from outside the property.
- 8.2 An owner or tenant of a unit shall not, without the prior written consent of the Board of Trustees, erect washing lines, not hang any washing or laundry or any other items on any part of the building or common property so as to be visible from outside the building or from any other unit.
- 8.3 **This is as per Rule 5.1 and 5.2 of the registered Conduct Rules of Unilofts Pretoria.**

9. GENERAL BEHAVIOR.

- 9.1 **The tenant/owners residing in Unilofts Pretoria is personally responsible for their visitors and will be held accountable if any rules are not being adhered to.**
- 9.2 **Noise and music.** Please keep your music and noises down as there is always someone who needs to study for tests or exams. UNILOFTS provides a safe and secure study platform 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. **Also see 7 below.**
- 9.3 For the vehicle owners: When you enter the building please turn down the loud music in your car.
- 9.4 Speed limit is 20km/ph. If not adhered to a R500 fine can be issued.
- 9.5 Please do not smoke or consume alcohol outside your flat. If you or any of your visitors smoke please use an ASHTRAY and please do not throw your butts over the balcony. If caught smoking or consuming alcohol outside your unit, it might result in a fine.
- 9.6 Owners or tenants are requested to ensure that no narcotic / hallucinatory drugs are stored (temporarily or otherwise), indulged in or sold on the premises and that the consumption of alcohol is kept on a purely social level and is not sold on the premises.
- 9.7 **This is as per Rule 11.4 of the registered Conduct Rules of Unilofts Pretoria.**
- 9.8 No open fires (charcoal or wood) are allowed in the building. Only gas braai's may be used on the balcony.
- 9.9 **PLEASE NOTE: NO** drugs, Firearms or BB-guns are allowed on the premises. This is an extremely serious matter. The South African Police will surely be called and we will take serious steps against these people perpetrating this offence.
- 9.10 **This is as per Rule 11.4 of the registered Conduct Rules of Unilofts Pretoria.**
- 9.11 No visitors under the influence of alcohol or severally intoxicated will be allowed on the premises. The tenant is responsible for their visitor's actions. The visitor will be asked to leave the premises and the tenant will pay a penalty of R500 for this offence.



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- 9.12 Any abusive, foul language or aggressive behaviour towards fellow tenants, owners, management or visitors will not be tolerated. This behaviour is seen in an extremely serious light and a fine of R500 will be payable as well as the issuing of a warning letter. Should this offence occur a second time a final warning will be issued with another R500 fine. On the 3rd offence the tenant could be evicted from the premises.
- 9.13 Any party guilty of physical assault of fellow students, tenants, owners, management or staff members will summarily be evicted and the contract cancelled.
- 9.14 **Noise and loud music shall cease punctually as follows:**
- | | |
|-----------------------------|--|
| Mondays to Thursdays | -21h00 |
| Fridays | -23h00 |
| Saturdays | -23h00 |
| Sundays | -NO PARTIES, NO LOUD MUSIC, NO LOUD NOISE ALLOWED |
- 9.14 **This is as per Rule C5 of the registered Conduct Rules of Unilofts Pretoria.**

10. COMPLAINTS

Here is how it works:

- 10.1 You sms /phone (Security 082 884 6775 /Building Manager Marlize - 073 949 7213) regarding the nuisance, disturbance or problem.
- 10.2 The Management and/or Security will issue the party concerned with a verbal warning,
- 10.3 If the warning has fallen on deaf ears, a fine of R250 will be issued and we may even switch the unit's electricity off.
- 10.4 An R250.00 reconnection fee as well as a written warning will be issued from management.
- 10.5 The owner and/or Agent will be informed.
- 10.6 All incidents will be recorded in the Incident Book held at Security. This book will also be used as proof of record in the event of any incidents that occur at Unilofts. Should a tenant/owner want to report an incident while on the premises, this should also be recorded at Security in the Incident Book or speak to the staff at the office.
- 10.7 The camera system located in specific areas records for a period of 3 days, thereafter it will re-record over the previous 3 days. In the event of an incident, kindly report the incident **immediately** so that the camera evidence may be utilized before the 7 day period lapses.

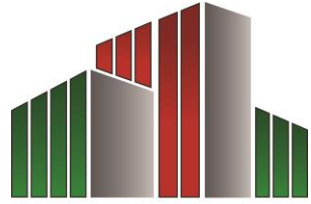
All the above rules are also applicable to outside maintenance workers, contractors, and all staff that is employed by an agent or tenant to clean their units. Everyone must be registered at the security to give them easier access to the premises.

11. CONTRAVENTION OF LAWS AND RULES

- 11.1 The breach of any conduct rule shall be punishable with a fine of R500.00 as agreed at the Annual General Meeting.
- 11.2 **This is as per Rule 8.4.2 of the registered Conduct Rules of Unilofts Pretoria.**

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**Remember, there is a reason why you have chosen UNILOFTS, let's keep
it SAFE, CLEAN and ENJOYABLE for all.**

Enjoy your stay at UNILOFTS and good luck with the studies.

Initial Agent _____

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