

SUITE F19, FIRST FLOOR PRELLER SQUARE SHOPPING CENTRE, GRAAF REINETT STREET,
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PICADILLY FLATS

20 JIM FOCHE STREET, UNIVERSITAS, BLOEMFONTEIN, 9301

RULES, REGULATIONS, AND MANAGEMENT POLICY

To benefit all residents and to insure proper use of both the rented premises and the entire building, Tenants agree to comply with the following Rules and Regulations. These Rules and Regulations are part of Tenants' Lease.

BUILDING RULES

1. Tenants will use the premises for residential purposes only; will not conduct any business in or from their premises; will obey all laws, ordinances, and health regulations; and will do nothing that may injure the reputation or condition of the building or its owner. Solicitation of any kind, by guests or Tenants, is prohibited at all times.
2. Tenants will not do anything or keep anything in or about the premises that in any way will increase the risk of fire or that may conflict with fire or insurance regulations
3. Tenants **shall consider and respect the rights of all other tenants**. All occupants of the building have a right to peace and quiet. No tenant or visitor may make a disturbance by shouting and fighting, loud noises, loud music, radios and televisions or in any other way. **QUIET TIME is before 06:30 in the morning and after 22:30 at night**. Any tenant who needs to go beyond these hours must obtain prior written approval from the Landlord
4. All abusive, disorderly, violent, or harassing conduct by a Tenant or Visitor, including but not limited to abusive and/or foul language, sexually explicit comments toward tenants, occupants, or management, is prohibited and is grounds for immediate termination of tenancy. Displays of excessive public affection in the common area is prohibited. Likewise, vandalism of any kind by a Tenant on or to Landlord's property is prohibited.
5. **NO HOOTING** at the gate nor in the complex will be tolerated. Visitors must phone the person that they are visiting to open the gate for them.

6. The speed limit in the complex is **10km/h** and must be adhered to at all times.

7. Tenants are responsible for the behaviour of any and all of their guests, visitors, and invitees. Such persons may not break Tenants' Lease or these Rules and Regulations. Tenants are responsible to pay for any damages or clean-up resulting from the conduct of their guests, visitors, and invitees.

8. Except for controls in Tenants' premises, intended for Tenants' use, Tenants will not operate any other controls relating to the building's utility services without the expressed, written, prior approval of Landlord. This includes but is not limited to heating and air conditioning, water and sewer, gas, electric (including lighting), elevators, laundry, or other equipment.

9. Tenants will not obstruct entrances, public areas, hallways or other corridors, stairs, exits, elevators, lobbies, driveways, parking areas, walks, or fire escapes.

10. Tenants will not drive any nails or screws into walls, floors, tiles, ceilings, woodwork, or partitions; will not drill holes or fasten any article on any part of the premises, or damage or deface the same. Use of tape, glue, or adhesive of any kind is not permitted. Nothing, including clothes, towels, pictures, or any other item, shall be hung from ceilings, pipes, sprinklers, or any fixtures of the premises.

11. Unless modified by the Lease, animals, reptiles or birds are not allowed at any time, under any circumstance, except for legally authorized guide dogs.

12. Tenants will not add or in any way change locks or keying. Any locking device, safety gate, burglar bars or other safety device for protection or screens or other devices to prevent the entry of animals or insects may not be installed without prior written consent from the Landlord.

13. No furnishings may be taken from the premises and put in halls, basement, or on porches or balconies without prior consent of Landlord, even for limited times. No blinds, shades, or screens shall be attached to, hung in, or used in connection with any window or door of the premises without prior written consent from Landlord.

14. Tenants will not varnish, paint, paper, or otherwise decorate any walls, floors, doors, woodwork, or cabinets without prior written permission of Landlord. All restoration costs (even if decoration was with permission) will be at Tenants' expense, but must be supervised by Landlord.

15. No vehicle or bicycle shall obstruct a driveway or in any way interfere with others' access thereto, nor shall they be parked on lawns, shrubberies, patios, walkways, or lawn extensions. Vehicles shall not be repaired, lubricated, or washed on driveways or in parking areas of the premises. Any vehicle belonging to a Tenant or a Visitor that leaks oil or hydraulic fluid must be removed, and the Tenant is responsible for any clean up, including environmental clean up, and repair. Any vehicle parked, standing or abandoned on the common property without consent from the Landlord may be removed or towed away, at the risk and expense of the vehicle's owner.

16. Tenants must park in their allocated parking space. Tenants staying in a double unit and needing two parkings must first obtain in writing, from a tenant not needing his parking space, permission to use said parking and the landlord must be notified of such an agreement between the two parties.

17. Visitors must only park in the allocated areas for Visitors. It remains the responsibility of the tenant to ensure that their visitors park in the allocated parking.

18. Tenants will act reasonably to conserve water and energy, and will report running toilets and faucets to Landlord for service. Tenants will not leave televisions or other permitted devices on and unattended.

19. Tenants will not install any aerial or antenna, and they will not erect or use any radio transmitters in the premises without both appropriate filters and prior written permission from Landlord.

20. Tenants will use toilets, tubs, and sinks only for their primary purpose and will never use them to dispose of sweepings, rubbish, rags, garbage, sanitary napkins, or other items likely to clog them. Tenants are liable to pay Landlord for any expense it incurs for repairing damage (including unclogging toilets and drains) caused by themselves or their visitors.

21. Tenants will keep/store any personal property only in their unit or in such space as the Landlord may assign to them in writing. Storage of kerosene, gasoline, or other flammable or explosive agents is always prohibited. Landlord is not responsible for any items left in the premises at the end of the Lease term.

22. Trash and garbage (including recyclables) must only be placed in the trash and recycle containers provided by Landlord, and container lids, if any, must be kept tightly closed at all times. Ensure that before refuse is placed in such containers it is securely bagged and in the case of tins or other containers, completely drained before bagging them.

23. Tenants shall not deposit, throw or allow any rubbish, including dirt, cigarette butts, food scraps or any other litter on the common area. No littering will be tolerated.

Littering is subject to a fine of R100-00.

24. Tenants will perform reasonable housekeeping in their units to maintain them in a clean, neat, and sanitary condition.

25. No tenant is to request the staff at the complex to do any work for them or to clean up their messes. The gardener is responsible for maintaining the garden and the caretaker is responsible for maintenance on the building. A formal written request for maintenance must be handed to the caretaker for any maintenance needs. No maintenance requests will be taken seriously without a written complaint or request.

26. No tenant shall erect his own washing line. The washing lines provided are the only washing lines to be used. Tenants may not hang or drape washing or laundry or any other item on any parts of the building or the common area, including the balcony. The

only alternative that is acceptable, is the use of a bought clothing stand to hang the wet clothing on. The clothing stand must be neatly put away when not in use.

27. Unless expressly permitted by Landlord in writing, Tenants shall not display any signs, flags, pennants, placards, advertisements, notices, pictures, ornaments, stickers, handbills, or other lettering so as to be visible on the outside of the building or the premises.

28. Tenants will never go on the roof of the building for any reason.

29. Possession, sale, or use of any illegal drug or drug paraphernalia in the premises or the building is prohibited.

30. Landlord provides light bulbs for all fixtures at the beginning of the Lease term. Tenants will replace light bulbs in all lighting fixtures in the premises during the Lease term, and will leave working light bulbs in all lighting fixtures at the end of the Lease.

31. Possessing, using, or storing lethal weapons anywhere in the building is prohibited. "Lethal weapon" is defined as any deadly weapon which, from the manner used, is calculated or likely to produce death or serious bodily injury. This includes, but is not limited to: all firearms, hunting knives, switchblades, bows and arrows, machetes, or other knives.

32. Maintenance requests shall be submitted in writing to Landlord. Specifics of the problem, to the extent possible, shall be included in the request. Tenant shall permit the Landlord or Managing Agent, with an appointment, entrance into the unit for the purpose of inspection of the unit.

33. Tenants are strictly liable to reimburse Landlord for repair of any damage caused by violation of any of these Rules by Tenants or by their guests.

34. All tenants are obliged to comply with these conduct rules, notwithstanding any provision contrary contained in any lease or any grant of rights of occupancy.

We, the undersigned, state that we have received these Rules and Regulations, that we have had a chance to read them, and that we understand them. We understand that these Rules are a part of our Lease, and we agree to comply fully with all of the requirements of our Lease, including these Rules and Regulations.

Dated: _____

Tenant

Dated: _____

Tenant