



## SUMMARY OF HOUSE RULES

Applies to all units and common property

### DO:

- 1 Read the House Rules in the Foyer
- 2 Pay for and obtain access card from the office in order to enter or leave the building
- 3 Advise your visitors to respect and adhere to the House Rules
- 4 Respect your neighbours wishes for privacy, security and peace
- 5 Ensure that neighbours cannot hear your radio or TV, or any other disturbance
- 6 Keep your unit free of cockroaches, wood borer and ants
- 7 Put refuse in sealed bags outside your front door between 6 – 8am (except on Sundays and Public Holidays). No bags left outside flats overnight to attract pests
- 8 Maintain your unit
- 9 Repairs can be done between 8am – 4pm week days and 8am – 12pm Saturdays
- 10 Use professional plumbers and electricians for repairs
- 11 Contact the office with any queries
- 12 Advise the office ahead of time about date and time when moving in/out of the building. Payment for lift fee to be made into Nedbank prior to moving in/out, not on the day. Moving times Monday to Friday 8am to 3.30pm and Saturday 8am to 11.30am, no moving on Sundays.
- 13 Buzz Security if neighbours cause continual disturbance
- 14 Obtain permission from the office for visitors staying overnight, at least 2 days prior to their arrival
- 15 Enjoy your stay here
- 16 With your help Bencorrum can be the place you want to stay in

### DO NOT:

- 1 Break any South African laws
- 2 Allow any person other than yourself to use your access card
- 3 Upset your neighbours (above, below or on either side) with noise
- 4 Keep any pets whatsoever. Do not attract pigeons by feeding them
- 5 Allow children to play in the passages or on stairways
- 6 Allow children into the lifts unaccompanied
- 7 Use bicycles, roller skates, scooters or skate boards in passages or anywhere on the premises
- 8 Hang laundry where it can be seen from outside
- 9 Smoke in passages or lifts
- 10 Throw anything out of the windows especially cigarette butts
- 11 Deface the building or lifts
- 12 Overcrowd
- 13 Loiter in passageways or stairways
- 14 Allow visitors to park in the common area without permission
- 15 Do not buzz Security without a legitimate complaint

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_