

## **OUDEBRUG ESTATE**

### **HOUSE RULES**

#### **GENERAL:**

Oudebrug Estate caters for serious resident and therefore wants to provide an atmosphere conducive to studying as well as a secure and peaceful living experience. These rules are therefore put in place to assist the tenants, security and management to provide the above result. We have an open house policy so please contact any of our managers when you need assistance and/or advice regarding the rules

#### **ACCESS CONTROL:**

##### **1. Main Entrance:**

- All visitors must register at security, with their ID documents and be registered on the system before they will be allowed access into the estate. If visitors do not comply, it will result in the tenant being fined per visitor (see amounts below).
- Visitors that are clearly under the influence of alcohol will not be allowed into the estate. No open alcohol is to be carried into the premises.

##### **2. Vehicle Entrance:**

- All vehicles must display the Oudebrug Estate disk on the windscreen before it will be allowed to enter.
- Friends/visitors dropping tenants off are the responsibility of the tenants.
- Loud music inside Oudebrug Estate entrance will be fined.

These access rules are there for your own safety. We have an obligation to keep you safe and your co-operation in this regard will enhance our efforts to do so. Noncompliance will be seen as a serious offense.

#### **PARKING**

1. Reduce speed to dead slow in the parking garage. Blundering exhausts and screaming tires are not necessary.
2. When you enter the estate please turn down the loud music in your car.
3. An Oudebrug Estate disc must be obtained at the office and put in the windscreen of your car. You will not be allowed in without the correct disc placement.
4. Do not use the disc to bring other vehicles in. You will be fined R500.

#### **INSIDE YOUR UNIT**

1. Please keep your unit neat and tidy. There are cleaning services available upon request. Selected inspections will be held by prior arrangement with the tenants as well as at the end of the year before departure or at any time should you cancel your stay at Oudebrug Estate. The reason for this being to keep the standard of the units the same throughout the year and repair items as we go along. If there is no cooperation regarding the inspection of units the management will have the right to do the inspections on their own (see regulations in the contract). It is the responsibility of the tenant to grant access to the Oudebrug Estate staff for inspections.
2. All electrical appliances should only be used as per instructions. Any damage caused by abuse will be for the tenants' account. Instructions have been placed behind the front door or in the kitchen drawer. If you can't find the instructions or need a demonstration, please contact our office on the first floor during office hours.
3. When you go on holiday, please ensure that you have enough electricity to maintain the fridge for the duration of your absence. The switch of the geyser and all other appliances.

4. Upon your permanent departure from Oudebrug Estate, please arrange, well in advance, with the office for the final inspection and delivery of your keys. Failing to do so will result in the forfeiting of part or all of your deposit. Also, note that the deposit is not to be used for the last month's rent.
5. The shower has a trap that needs ongoing cleaning. If your shower drains slower than normal, report to the office and we will fix the blockage. Blockage due to hair etc. will be for the tenant's account.
6. Any blockage due to negligence will be for the tenant's account.
7. Please do not flush unusual objects down the toilet. If there is a blockage, however, please report it to the office and our maintenance team will attend to the problem.
8. If tenants lose or misplace their keys and need office personnel to open for them a fine for negligence will be administered if it occurs after hours, an after hours fee will be added, in the event that the unit does not have spare keys the locks will be changed for the tenant's account.

#### **GENERAL BEHAVIOUR**

1. Noise and music: Please keep your music and noises down as there is always someone who needs to study for test or exams. Oudebrug Estate provides a safe and secure lifestyle whilst you want to enjoy your stay we must at the same time respect the needs and feelings of our fellow residents. (at all times not just after 10 pm) (Can result in your units' electricity being switched off and only reinstated once the warning letter and fine have been collected and paid at the office)
2. For the vehicle owners [INCLUDING visitors]: When you enter the estate please turn down the loud music in your car.
3. Please do not smoke inside your units. If you or any of your visitor's smoke, please use an ASHTRAY and please do not throw your butts in your or any other premises. If caught smoking inside your unit or consuming alcohol outside your unit, it will result in a fine.
4. No open fires (charcoal or wood) are allowed in the estate. Fires only allowed in designated braais/ braai areas.
5. Use/possession of illegal substances is not permitted at Oudebrug Estate, any such instances will result in the police and or any other relevant person notified immediately.

(All noncompliance will lead to a written warning being issued)

#### **VISITORS**

1. You are responsible for the behavior of your visitors. Any misconduct by your visitors will have an effect on you.
2. All visitors must report to the security.

#### **COMPLAINTS**

1. Complaints can be directed via the web: [www.oudebrugestate.com](http://www.oudebrugestate.com) at the tenant portal you'll find the necessary link to complete.

Please note breaking any of the above rules can lead to the tenant being issued a written warning and fined.

1st warning & fine is R250.00.

2nd warning & fine is R500.00

3rd warning & fine is R750.00 and can lead to eviction.

Enjoy your stay at Oudebrug Estate,

Talk to us we are here to assist you!