

# 2018 INK HOUSE RULES

(APPLICABLE TO OCCUPANTS AND THEIR VISITORS)



## SECURITY

Crime is widespread in Stellenbosch. Occupants must at all times aim to enhance the security of the Building and other Occupants. **Occupants are responsible to ensure that:**

- Vehicle gates are completely closed before driving off;
- Pedestrian gates are completely closed after entering or exiting;
- Doors to the Building are completely closed and locked before leaving the Building;
- Pedestrian gates or other access points are not opened for unknown persons at any time;
- Bicycles stored in the allocated area are locked and secured at all times.
- Please immediately report lost tags to the Agent via [www.inkstudios.co.za](http://www.inkstudios.co.za) or [ink@sapropnet.co.za](mailto:ink@sapropnet.co.za)



## NO DRUGS

The possession and use of drugs or narcotics are against the law and will be treated and reported as a felony. The possession or use of drugs or such substances on the Premises is a breach of the Agreement and Occupants violating this rule will be required to immediately vacate their Units and the Premises.



## GENERAL

- No animals/pets are allowed.
- Only one occupant may occupy a Unit.
- No hanging or placing of washing or any other items or signs are allowed on the outside of a Unit or the Building that is visually unattractive when viewed from the Unit or the street.
- No loud music or conduct that causes a disturbance to other Occupants or neighbours are allowed. No noise between 22:00 and 08:00 daily.
- No furniture or fittings provided in the Unit may be removed from the Unit at any time.
- No nails or press-stick to be used on walls.
- Any breach of a local authority rule/regulation is a criminal offence. This include water restrictions as stipulated by the Municipality of Stellenbosch.

Occupants must ensure that they at all times:

- keep their Units clean and tidy and remove refuse directly from their Units to allocated municipal bins in the refuse yard;
- do not damage, fit or install anything to the communal property or anywhere outside their Units;
- do not increase the risk of fire to the Premises or compromise the insurance on the Premises;
- refrain from interfering or causing damage to the electrical and plumbing services of the Premises and take all reasonable steps to stop blockages and obstructions in the drains, sewerage pipes and water pipes on the Premises;
- refrain from using or damaging the emergency equipment, fire extinguishers or fire hoses for any other purpose than an actual emergency;



## PARKING, VEHICLES AND BICYCLES

Parking on the Premises is at your own risk. Occupants and their visitors may only park in allocated parking bays. The cleaning of oil spills or brake fluid will be for the Occupant's account. No dismantling or work on cars are allowed on the Premises.

Bicycles may only be parked in the bicycle racks provided and bicycles may be brought into the Building.



## REPORTING OF FAULTS

Any issues related to maintenance must be reported immediately to the Agent via [www.inkstudios.co.za](http://www.inkstudios.co.za) or [ink@sapropnet.co.za](mailto:ink@sapropnet.co.za)

Please refer to the website for all relevant after hour emergency numbers.



## REPORTING TRANSGRESSION OF RULES

Any issues related to the transgression of these rules must be reported immediately to the agent via [www.inkstudios.co.za](http://www.inkstudios.co.za) or [ink@sapropnet.co.za](mailto:ink@sapropnet.co.za)



## PENALTIES FOR TRANSGRESSION OF THESE RULES

The agent shall investigate complaints received against the transgressor and should it be valid, they will at their sole discretion (be entitled but not obliged) in respect of:

- a first complaint, to address a written warning to the transgressor or impose a fine of at least R200 against the Occupant; or
- a second complaint, to impose a fine of at least R500 against the Occupant; or
- a third complaint, to impose a fine of R500 to R1,200 against the Occupant; or
- a fourth complaint, to terminate the lease of the Occupant and to take all such legal steps as may deemed necessary.

If the Agent, in its sole discretion, is of the view that the transgression of the house rules is of such a serious nature that it constitutes a breach of the Rental Agreement, the agent may take such steps required to terminate the Rental Agreement without any previous complaints having been lodged and/or fines having been levied against the Occupant.

All fines will be due and payable on receipt of an invoice.

If, on the Termination Date of the Rental Agreement, any amounts/ fines/ additional administrative fees are still due and unpaid by the Occupant, the Agent will be entitled to deduct such amounts due from the Deposit of the Occupant, prior to refunding of any balance due to the Occupant.



## CHANGING ROOMS AND ADMIN FEE

A Tenant wanting to (for whatever reason) move from a Unit to another Unit (one that is empty of course) must email the Agent with the specific request. The Agent will do its best to accommodate the request, at an administrative fee of R1,000 per move.

All additional administrative tasks undertaken by the Agent will carry a 10 % handling fee