



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

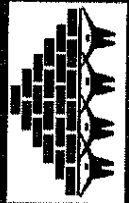
DO NOT:

- 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: _____



BENCOORRUM

183 Prince Street, Suite 401, Durban, KwaZulu-Natal, 4001

TOGETHER WE
ARE STRONG

BENCOORRUM BODY
CORPORATE PROPERTY
SCHEME NO 55102 / 1092

FINES

| | |
|---|----------------------------------|
| USE OF LIFT WITHOUT PRIOR NOTICE OR PAYMENT | - R200 |
| LOUD NOISE/MUSIC – NUISANCE | - R200 |
| OVERCROWDING | - R500 |
| SLEEPOVER (FLAT WITH MAXIMUM ALLOWED OCCUPANTS) | - R200 PER PERSON PER NIGHT |
| UNAUTHORISED SLEEPOVER | - R500 PER PERSON PER NIGHT |
| NO ACCESS CARD OR USING ANOTHER PERSONS CARD | - R100 |
| DUMPING ANYWHERE ON PROPERTY (RUBBLE/FURNITURE/RUBBISH) | - R1500 |
| CHILDREN PLAYING IN PASSAGES/STAIRWELLS/PARKING AREAS | - R200 |
| VANDALISM/DAMAGE TO COMMON PROPERTY | - R1000 |
| ILLEGAL CONNECTIONS (DSTV/ELECTRICITY) | - R1500 |
| ILLEGAL PARKING (BODY CORPORATE PROPERTY/PRIVATE PARKING/IN FRONT OF GATES) | - R400 |
| ABUSE OF BODY CORPORATE STAFF/SECURITY | - R200 |
| THEFT OF BODY CORPORATE PROPERTY | - CHARGE OF THEFT WILL BE OPENED |
| RENOVATIONS/MAINTENANCE WORK AFTER HOURS | - R500 |
| WORKING ON VEHICLES IN GARAGES/PARKINGS | - R1000 |
| WASHING OF VEHICLE ANYWHERE OTHER THAN WASH BAY | - R200 |
| USE OF FIRE HOSE FOR ANY PURPOSE OTHER THAN FIRE | - R200 |

FINES WILL BE CHARGED AS ABOVE FOR A FIRST OFFENCE AND THEN WILL INCREASE FOR EACH INCIDENCE OF THE OFFENSE.
FOR EXAMPLE: A R200 FINE FOR A FIRST OFFENSE WILL INCREASE TO R400 FOR THE SECOND OCCURENCE THEN R600 FOR A THIRD OCCURENCE.