



## RULES AND REGULATIONS

1. NO BOOM BOOM MUSIC TO BE PLAYED AT ANY TIME AS IT IS BARRED IN THE BUILDING.

No loud music to be played at any time. Music may be played in such a manner as not to be heard in the passages or people next door to you.

2. No one is allowed to entertain friends and family in the passages, foyer or courtyard.
3. Anyone found to be consuming alcohol or in possession of alcohol that is unwrapped or opened in the corridors or courtyard will be charged R100.
4. No one is allowed to use the fire hoses for any other reason but to put out a fire. Anyone found to disregard this rule will be charged R500.
5. No children will be allowed to shout or play in the passages, foyer and courtyard. No balls, scooters, bikes and roller skates to be played in the building. Such items will be confiscated if anyone found disregarding the rules.
6. No one is allowed to do drugs and prostitution in the building. If any such person is found they are liable for prosecution.
7. Tenants/owners must make sure that their visitors must sign in the register when entering the building and sign out when leaving the building at all times. Tenants are given 1 free night per unit for 1 sleepover visitor for each month so tenants must report sleepover visitors to the Supervisor before 7pm and if the supervisor is not on premises then they need to phone the supervisor before 7pm and the supervisor shall contact the security on duty at 7pm to notify him of any sleepovers that are reported. If not reported by the allocated time you are liable to pay a fee of R80 per night per visitor. The supervisor's number is on the office door and on the notice board in the foyer or it can be gained from the security on duty or the cleaner of the building for reporting visitors or in the case of emergency. After the 1 night free is used up in the month for visitors should any visitors sleepover it must be again reported to the

Supervisor for a permission slip and a fee of R80 per visitor per night shall be charged to the tenant. If sleepover charges are not paid in time then no free sleepovers shall be granted until sleepovers are paid in full and body corporate has the right to remove the tenant's disc tag from them until fees are paid in full.

8. Tenants/owners must be liable for their visitors at all times and no visitor is allowed to be left alone in the flat without the tenant supervision unless permission was granted by the Supervisor or a fee of R80 will be charged.
9. Tenants/owners must be suitable dressed not wrapped in a towel while in the passages, foyer and court yard outside of their unit. A fee of R50 shall be charged if caught.
10. No washing, mobs, brooms and rags to be hung on security gates or be kept in the passages to dry. Such items will be thrown in the bins if found. Washing lines are allocated and used at your own risk.
11. DSTV connection which must be done by a recognised dealer only after gaining permission from the Body Corp. Damages caused by installation and removal of DSTV shall be charged to the tenant.
12. No cars to be parked in the court yard or in front of the driveway on the yellow line without permission. If found, wheels of the cars shall be clamped and removed by the metro police.
13. No one is allowed to discard cigarette butts, papers and any rubbish in passages, stairways, foyer, court yard or windows. Should anyone be caught doing such a thing they shall be charged a fee of R100.
14. School children are not to bring in friends into the building unless they have adult supervision or permission from the supervisor.
15. Moving furniture in and out of the building shall only be allowed on weekdays between 8am to 4pm or with prior arrangements made to pay R50 per load to the body corporate and a callout fee to the supervisor if he or she is available for permission to move out of office hours, weekends and public holidays.
16. NO TALKING LOUDLY AND DISTURBING OTHER TENANTS.
17. Contractors are only allowed to work from 8am to 4pm on weekdays and with supervisor's permission from 8am to 12noon on Saturdays. No work to be done after these times and strictly no work to be done on Sundays and public holidays unless it is in a case of emergency then permission from the Body Corp needs to be granted. All rubble refuse needs to be carted away by the contractor, owner or tenant.
18. Domestic workers must be reported by the owner or tenant to the supervisor. The terms of employment along with the ID copies needs to be given to the office for filing. A tag must be bought for the worker (R20)

19. All tenants/owners must buy a disc for entering the building at the cost of R200. In the event of moving out of the building a refund of R100 shall be given upon producing a receipt and the discs must be in good working condition.
20. Under no circumstances may disc be sold to anyone else, passed out to friends and relatives outside the building or lent to another person, If caught a fee of R50 shall be charged immediately to the guilty tenant/owner or it will be confiscated and cancelled on the computer and shall only be replaced at a cost of R350. The discs do not belong to you as they are the property of Princeton Body Corporate at all times.
21. Please refrain from allowing strangers into the building as we do not know if they are criminals.
22. Visitors are your responsibility at all times while they are in the building. Tenants/owners must escort their visitors in and out of the building at all times.
23. STRICTLY NO VISITORS BETWEEN 10PM AND 7AM not even internal visitors meaning neighbours.
24. In the event the garage tenant/owner has use of another vehicle he needs to submit proof that it is hired or lent to him as it is against the policy for outside vehicles to be parked inside the building even if the tenant is renting/owning the garage. Driveway gates are not to be used as a walk way as it is only for garage tenants and vehicles. Due to security reasons the driveway gates are only for the use of vehicles and vehicles may be searched upon entry.
25. No subletting is allowed in the building. Anyone found subletting shall be given notice.
26. Under no circumstances will violence/racism be tolerated at Princeton flats.
27. Anyone wanting to shift into the building or shift out of the building must have writing confirmation from the agent or owner given to the Building manager before any moves are made. A loading zone is allocated so tenants and owners are requested to make use of only that zone for loading and off loading of furniture and supplies. Any furniture deliveries must be done Monday to Friday between 8am to 4pm or else fees will be charged as in moving in and out of building out of office hours.
28. I, the tenant/owner of Princeton have read and understood the rules of Princeton and shall abide by the rules.