

## **[Boarding House Name] Policies and Guidelines**

**Effective Date:** [Insert Date]

### **1. General Conduct**

- 1.1 Residents must treat each other and the boarding house staff with respect at all times.
- 1.2 No loud music, noise, or disturbances are permitted after **10:00 PM**.

### **2. Room Maintenance**

- 2.1 Residents must keep their rooms clean and tidy. Regular inspections will be conducted.
- 2.2 Any damage to the property must be reported immediately. Residents are responsible for repair costs if found at fault.

### **3. Guest Policy**

- 3.1 Visitors are allowed only between **8:00 AM and 9:00 PM**.
- 3.2 Overnight guests are strictly prohibited.

### **4. Facilities Usage**

- 4.1 Common areas must be kept clean and shared responsibly.
- 4.2 Laundry facilities are available between **7:00 AM and 9:00 PM**.

### **5. Payment Policy**

- 5.1 Rent is due on or before the **5th of each month**. A late fee of **₱500** will apply after this date.
- 5.2 Security deposits are refundable upon moving out, subject to deductions for damages.

### **6. Safety and Security**

- 6.1 Residents must lock their rooms and ensure common area doors are secure.
- 6.2 Tampering with smoke detectors or fire alarms is strictly prohibited.

### **7. Prohibited Activities**

- 7.1 Smoking, alcohol consumption, and illegal substances are not allowed within the premises.
- 7.2 Pets are not allowed unless expressly approved by management.

### **8. Termination of Agreement**

- 8.1 Management reserves the right to terminate a resident's stay for violations of these policies.
- 8.2 Residents must provide **30 days' notice** before moving out.

### **Acknowledgment**

By signing below, I acknowledge that I have read, understood, and agree to abide by the policies and guidelines outlined above.

**Resident Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_